The Highway Finance
Data Collection Tool

Version 1.0

User's Guide

Office of Highway Policy Information
February 2003

Table of Contents

About the Highway Finance Data Collection Tool

About this Guide

This guide includes procedures for the typical uses of the Highway Finance Data Collection Tool that involve entering and viewing data for FHWA forms 531 and 532. The guide will introduce the Highway Finance Data Collection Tool environment as users transition from Microsoft Excel-based forms to the exclusive use of the tool.

Features

Create Financial Reports (FHWA-531 and 532) for simplified transmission to FHWA Headquarters

The Highway Finance Data Collection Tool allows users to export 531 and 532 forms within a single file and submit them via the Highway Finance Data Collection Tool web site. The submittal will immediately be posted to the FHWA Headquarters and optional notification can be sent to division offices.

Edit reports using three different modes of data entry

Wizard View – a new form of data entry that allows the user to view context-specific field information from the *Guide to Reporting Highway Statistics* while entering data.

Ledger View – another new form of data entry that allows users to enter data in an "accounting-style" view.

Import From Excel – using the Tool's Import/Export functionality will allow users to interact with existing 531 and 532 forms based on the *Revision 12/2000* templates.

Append comments to fields

Users can easily add comments to particular field entries of the 531 and 532 forms to explain or describe data for FHWA Headquarters.

View report validations and comments

The tool includes easy to use views of basic report validation and the ability to view field comments.

Integrated Guide to Reporting Highway Statistics

The Highway Finance Data Collection Tool integrates the text of Chapter Eight: Reports Identifying Highway Income and Expenditures of State Governments and Appendix A of the *Guide to Reporting Highway Statistics* to provide an easily accessible reference for entering FHWA forms 531 and 532 data.

Installation and Setup

Installing the Highway Finance Data Collection Tool

Local Installation Requirements

- Microsoft Windows 2000 Service Pack 3, XP, or higher
- Minimum RAM: 128 MB
- Recommended RAM: 256 MB
- Recommended free hard drive space: 100 MB

Installing on a Local Machine

If you are installing the Highway Finance Data Collection Tool, you must have Administrator privileges. The installation process may require update of system files that require Administrator rights.

Close all currently running programs and stop as many services as possible when installing the application.

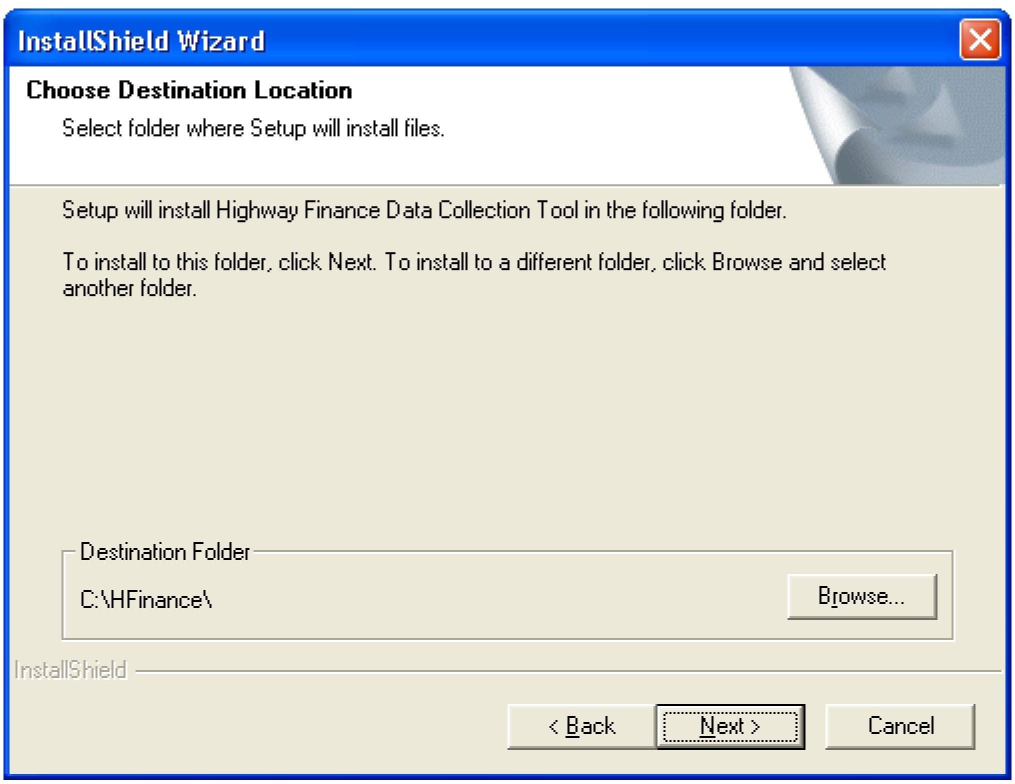
Steps

Download the application from the Highway Finance Data Collection Tool web site (http://apps.fhwa.dot.gov/hfinance/download.aspx).

1. The installation wizard program will display a welcome screen that initializes the installation of the Highway Finance Data Collection Tool. Click the **Next** button.

2. In the next dialog box select the directory for the application. Accept the default (C:\Hfinance) or select another folder and click the **Next** button.

Figure 1: The Destination Location dialog box appears.



3. The next dialog displays the install settings. Click the **Next** button.

4. The next screen prompts you to continue with the installation. Click **Next.**

5. The next dialog completes the installation wizard program. Click **Finish**.

6. After the installation, a program shortcut will be added to the Windows Start menu called Highway Finance Data Collection Tool. This shortcut, when selected, will display two other shortcuts, Highway Finance Data Collection Tool and Highway Finance Help. The Highway Finance Data Collection Tool shortcut is used to start the application, while the Data Collection Tool Help shortcut allows you to access the application help facilities.

Starting the Application

Whenever the application is started, you will be prompted to first log in via a login screen. This screen displays as soon as the application starts, and will not allow access to the Highway Finance Data Collection Tool until a user name and a password is provided.

<u>Steps</u>

1. Select the **All Programs** shortcut from the **Windows Start** menu. This will display a popup menu listing various programs on your machine.

2. Select the **Highway Finance Data Collection Tool** item, and then click on the **Highway Finance** shortcut. The application will start and the Login screen will display.

Figure 2: The Login Screen is where users of the application provide their User Name and Password.

3. The first time you use the application a User Name will be provided called ***admin***. This is the default login account that comes with the application, and it will allow you to access and use all functions of the program.

4. When the Login screen is opened, the last User Name used will be displayed and highlighted in the **User Name** textbox. To change, type over the selected text to replace the existing login account with another valid User Name. To add additional users to the application, see the *Changing Passwords and Creating User Accounts* chapter in this guide.

5. After a User Name has been entered, use the TAB key or the mouse to position your cursor in the **Password** textbox. If you are using the default ***admin*** account, the password has been preset to ***hfinance*** (all lower case).

   Note: The default User Name provided with this program is ***admin***. The Password is ***hfinance***. Both the User Name and Password are case-sensitive.

6. Once a password has been entered, either click the **OK** button with the mouse, or press the ENTER key. If the User Name entered is a valid login account and the password is correct, the application will continue its initialization and display the Home Page screen. See the *Quick Start Tutorial* in this guide to get additional information about the Home Page.

   Note: You are allowed three attempts to enter your password correctly. After the third attempt the application will shut down if the password was incorrect. In the event that this occurs, you will have to restart the application and provide the correct User Name and Password when the Login screen re-displays.

7. Clicking the **Cancel** button will halt the login process and shut down the application

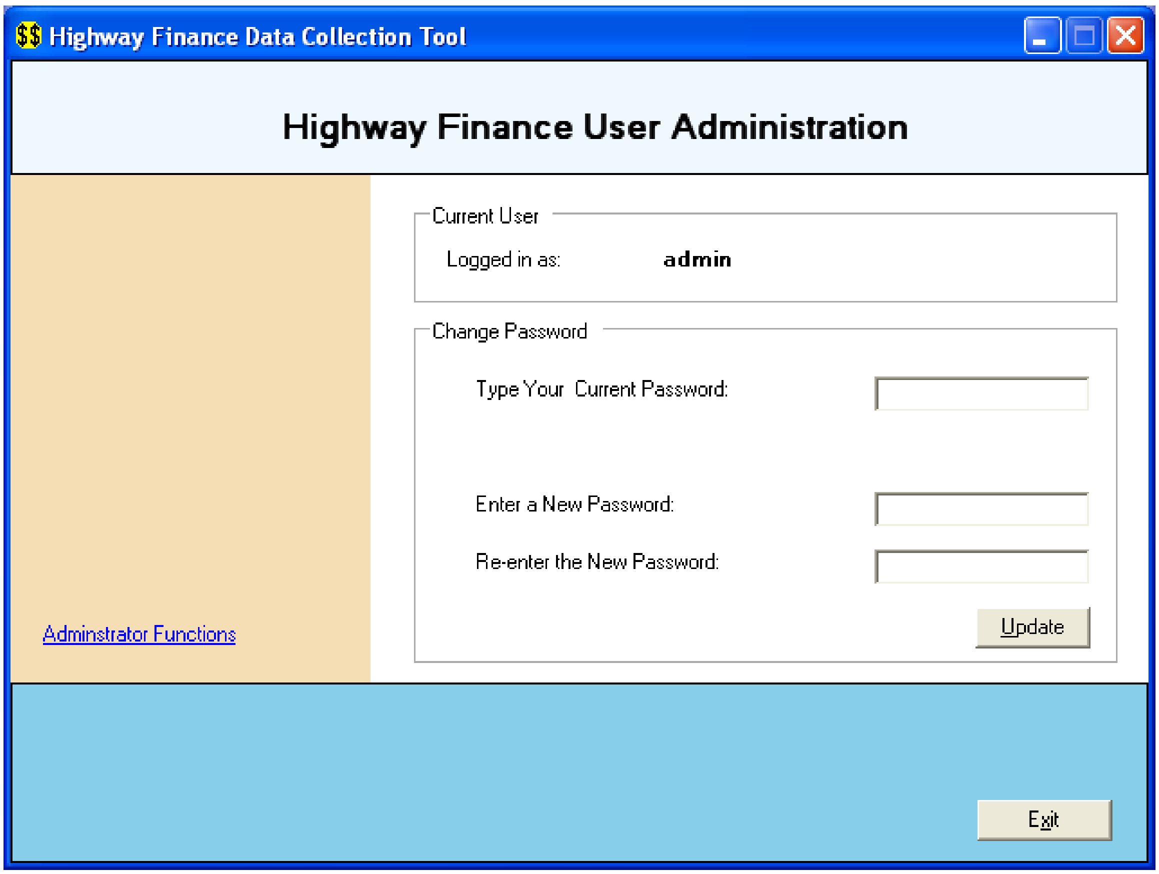
Configuring the Application

Changing Passwords and Creating User Accounts

A user login name and password should be set for each user of the system. There are two kinds of user accounts in the Highway Finance Data Collection Tool: Administrator and User.

User logins are managed with the User Administration window. This window is accessed via the Home Page window's menu bar **Tools | Administrator | User Accounts** option.

Figure 3: The Highway Finance User Administration window.



Passwords

Passwords are case sensitive and have a maximum length of 64 characters.

User Accounts

Individual users of the Tool should have a login that is unique. Users can set their password and change it, but they won't be able to change other user's passwords.

Changing a password

<u>Steps</u>

1. Open the User Administration window. The window will display the current User login.
2. Enter the current user password.
3. Enter a new user password.
4. Re-type the new user password.
5. Click **Update**.

The Administrator Account

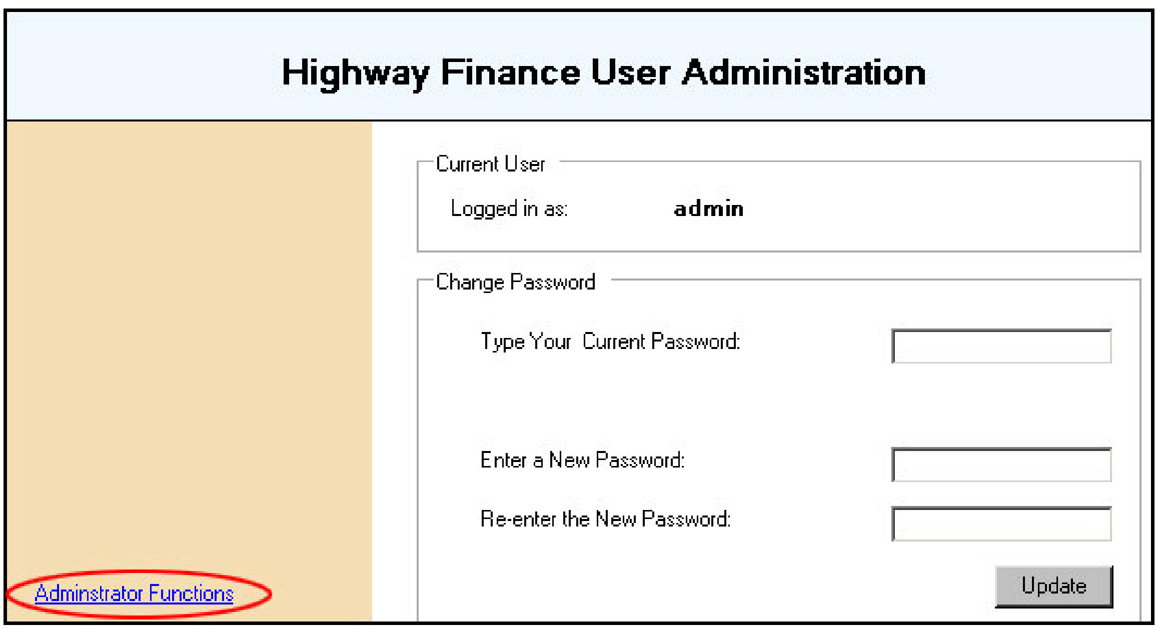
The Highway Finance Data Collection Tool provides a single Administrator account with the login, *admin*, which is used to create other user accounts and change passwords. The default password for the Highway Finance Data Collection Tool is *hfinance*.

Administrator Functions

The Administrator account manages the user accounts for the Highway Finance Data Collection Tool with the Administrator Functions window.

The Administrator Functions window can be accessed from the User Administration window by clicking the **Administrator Functions** link.

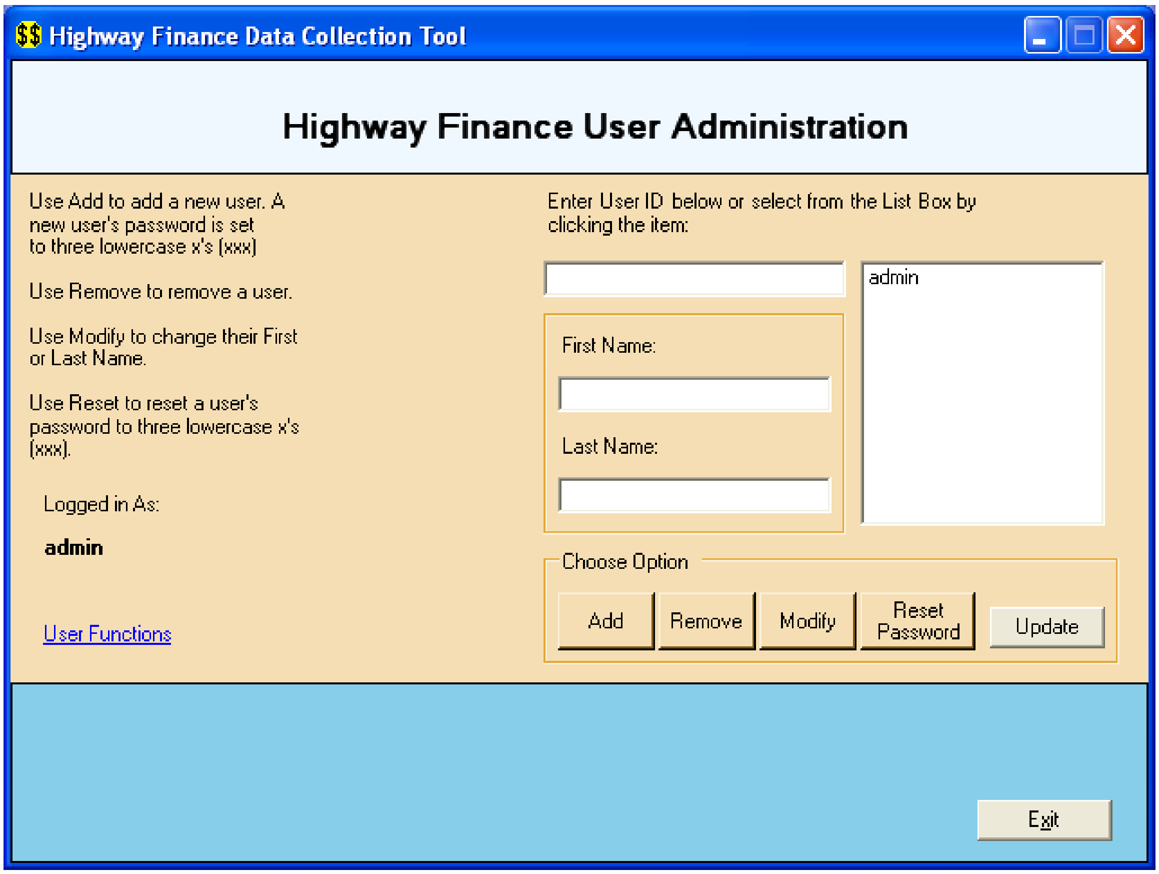
Figure 4: The Administrator Functions link.



Administrator Functions involve:

- **Add:** Use Add to add a new user. The new user's password will be set to three lowercase x's (xxx).
- **Remove:** Use Remove to remove a user.
- **Modify:** Use Modify to change their First or Last Name.
- **Reset:** Use Reset to reset a user's password to three lowercase x's (xxx).

Figure 5: The administrator functions panel of User Administration.

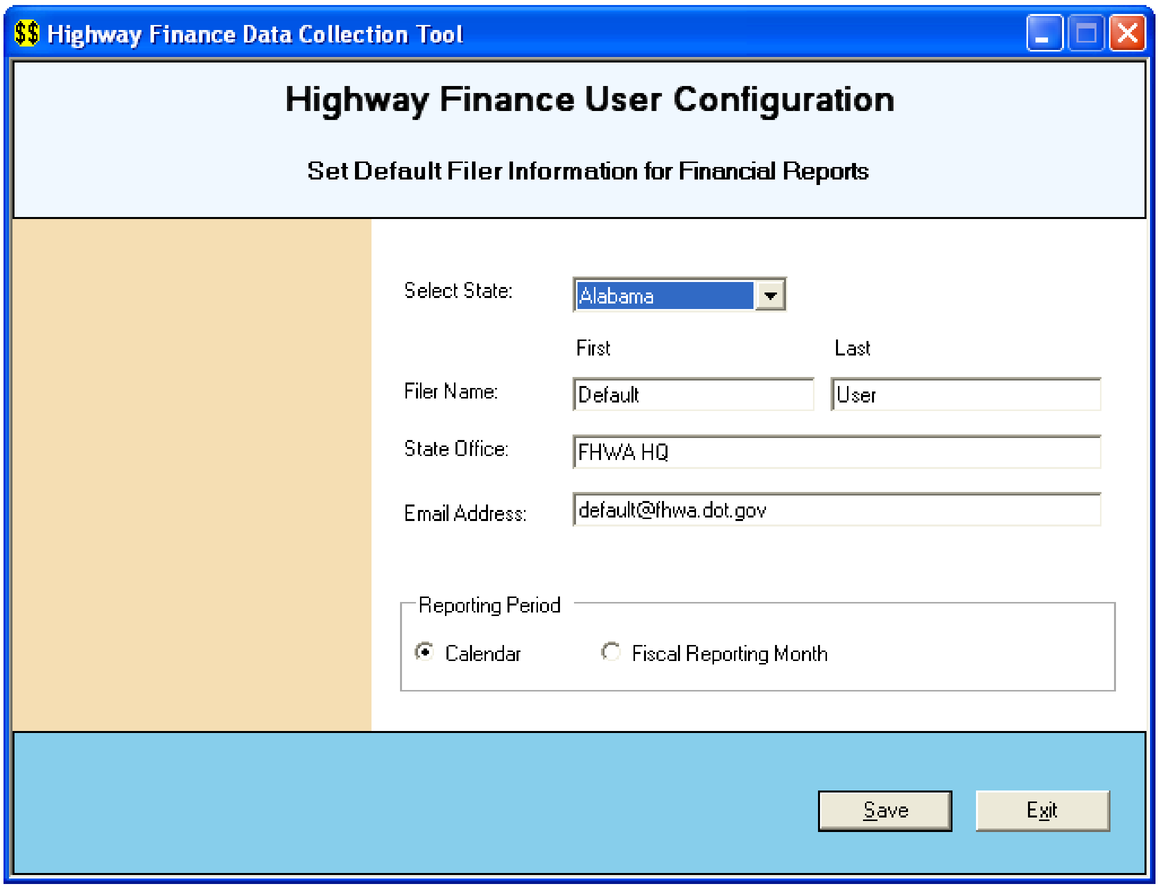


Using Default Information

The Highway Finance Data Collection Tool can have default information supplied for repetitive form heading information in FHWA-531 and 532 forms.

The User Configuration window can manage default information. This window is accessed via the Home Page window's menu bar **Tools | User Configuration** option.

Figure 6: The User Configuration window.



Quick Start Tutorial

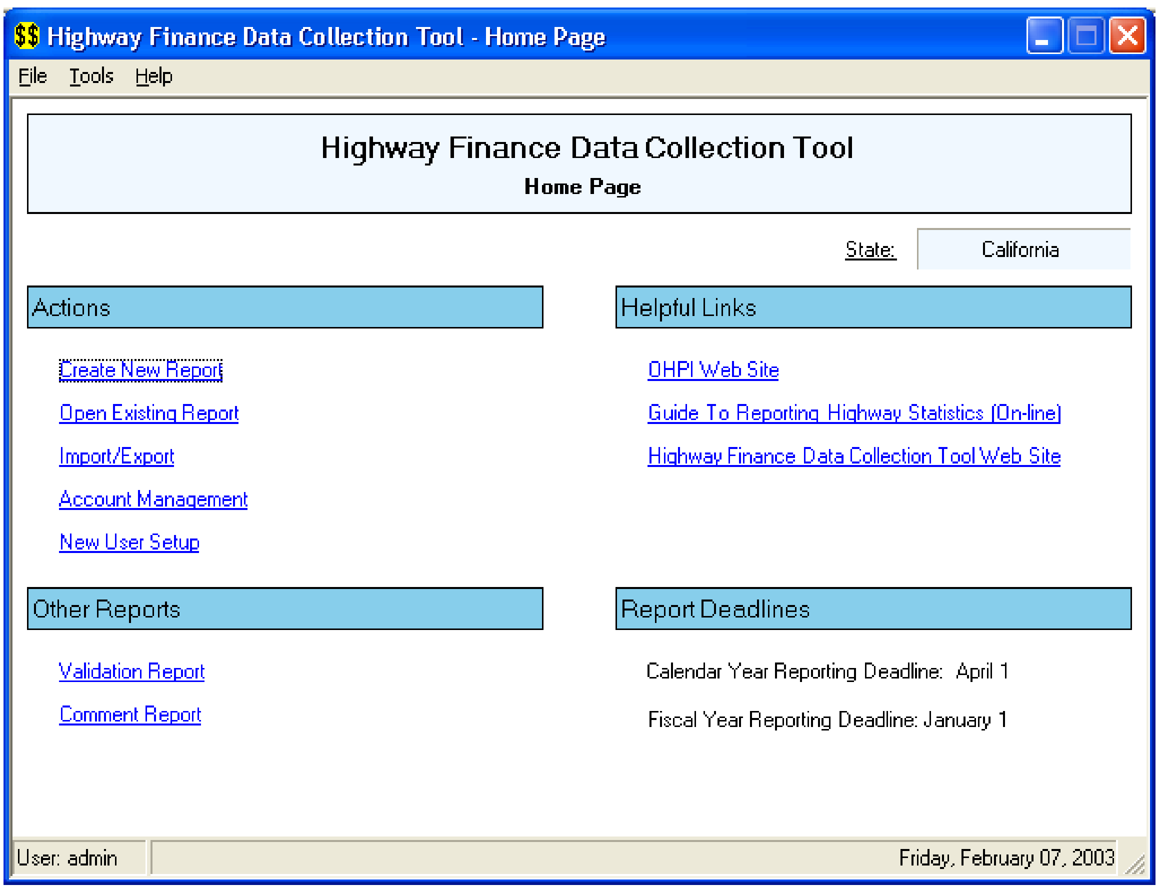
The following tutorial has been designed to give you confidence when creating your first Financial Report. You begin by learning the basic concepts, logging-in, creating a new report, adding accounts, and editing field items using the Wizard View and Ledger View.

Before You Begin

This tutorial assumes that you are familiar with State forms and data collected by the Federal Highway Administration's Office of Highway Policy Information. If you are not familiar please refer to the integrated help from the *Guide to Reporting Highway Statistics*.

Data entered in this tutorial is intended for instruction only.

Figure 7: The Highway Finance Data Collection Tool Home Page window.

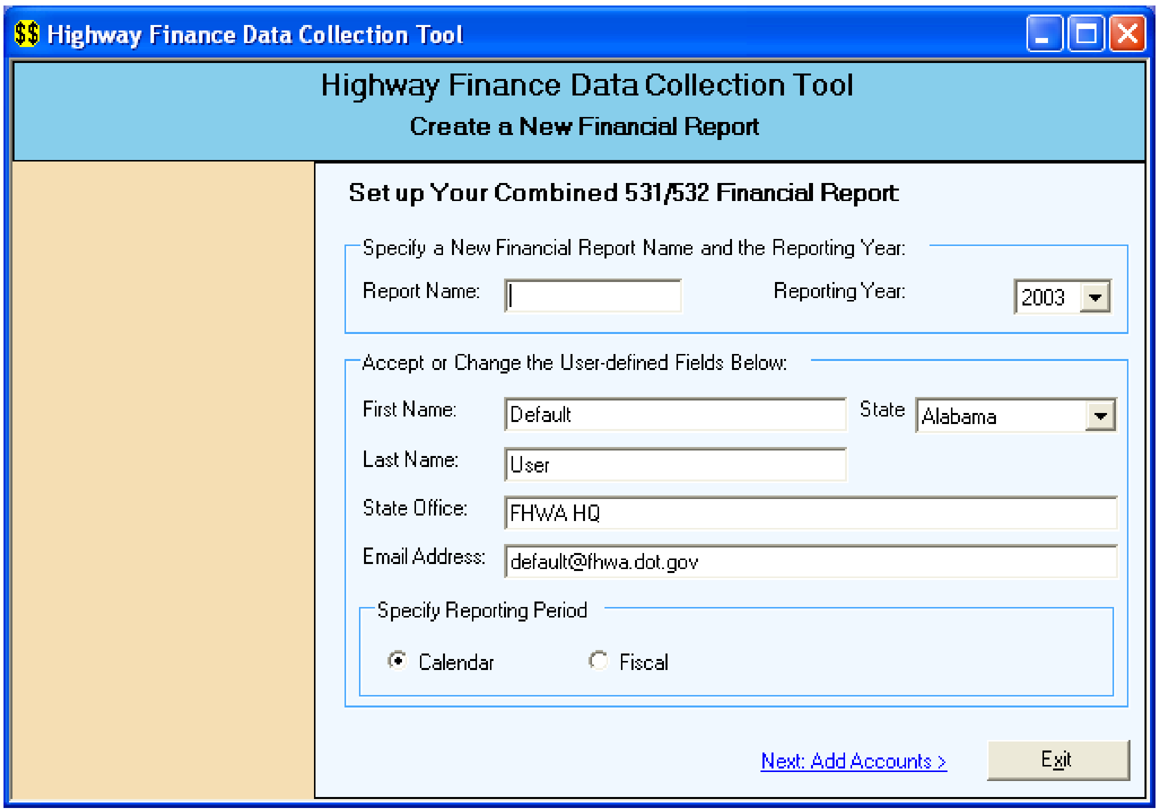


Creating the Report

A Financial Report is your combined forms FHWA-531 and 532 that will be sent to FHWA Headquarters when you have finished entering your data. Throughout this tutorial you will be inputting data for both forms in the Financial Report and view that data as you would in the individual forms.

1. Click the **Create New Report** link on the Home Page.

Figure 8: The Create New Financial Report window is displayed.



The Create New Financial Report window contains a number of fields that identify the report for a particular State in a particular year.

<u>These fields include:</u>

1. State (State): the State that the report is filed for.
2. Report Name: a unique identifier (like a file name) that allows the Tool to reference the report.
3. Reporting Year (Year Ending): the year that the report is filed for.
4. Filer First Name (Prepared By): the report filer’s first name.
5. Filer Last Name (Prepared By): the report filer’s last name.
6. State Office (Information From the Records Of): the office responsible for filing the report.

7. E-mail Address*: the electronic mail address for the person filing the report.
8. Reporting Period (month): if the report is filed based on data from a calendar year the default Reporting Period is December; if it is based on a State fiscal year you must set the fiscal year Reporting Period (AKA. month).

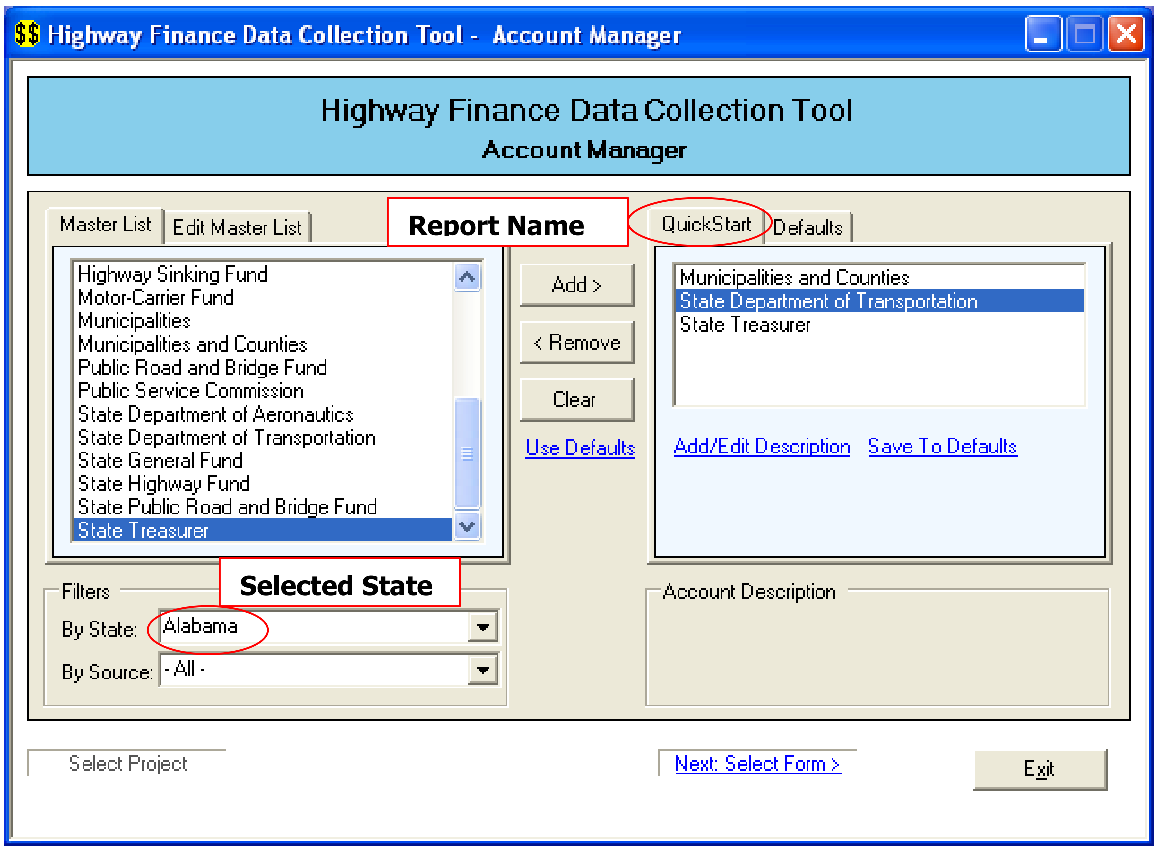
Note: Items listed in parentheses are the names under which the data captured would be found on an Excel-based form 531 or 532.

The asterisk (*) indicates an optional field.

2. Enter your information where appropriate or accept the defaults. Name the report "QuickStart". Click the **Next: Add Accounts** link.

Adding Accounts

Figure 9: The Account Manager window is displayed.



The Account Manager window will show a Master List of accounts on the left, which could be filtered by State and/or source. The default setting of the account list will be filtered by the State entered on the Create New Financial Report window.

On the right side of the window, two tabs will be displayed. The first will be labeled with the name of the Financial Report given in the Create New Financial Report window. The second is the Default Financial Report tab, which contains any account labels that you may wish to save for later reuse.

Note: For more information on the second tab and other features of the Account Manager window refer to the Account Manager section of the User's Guide.

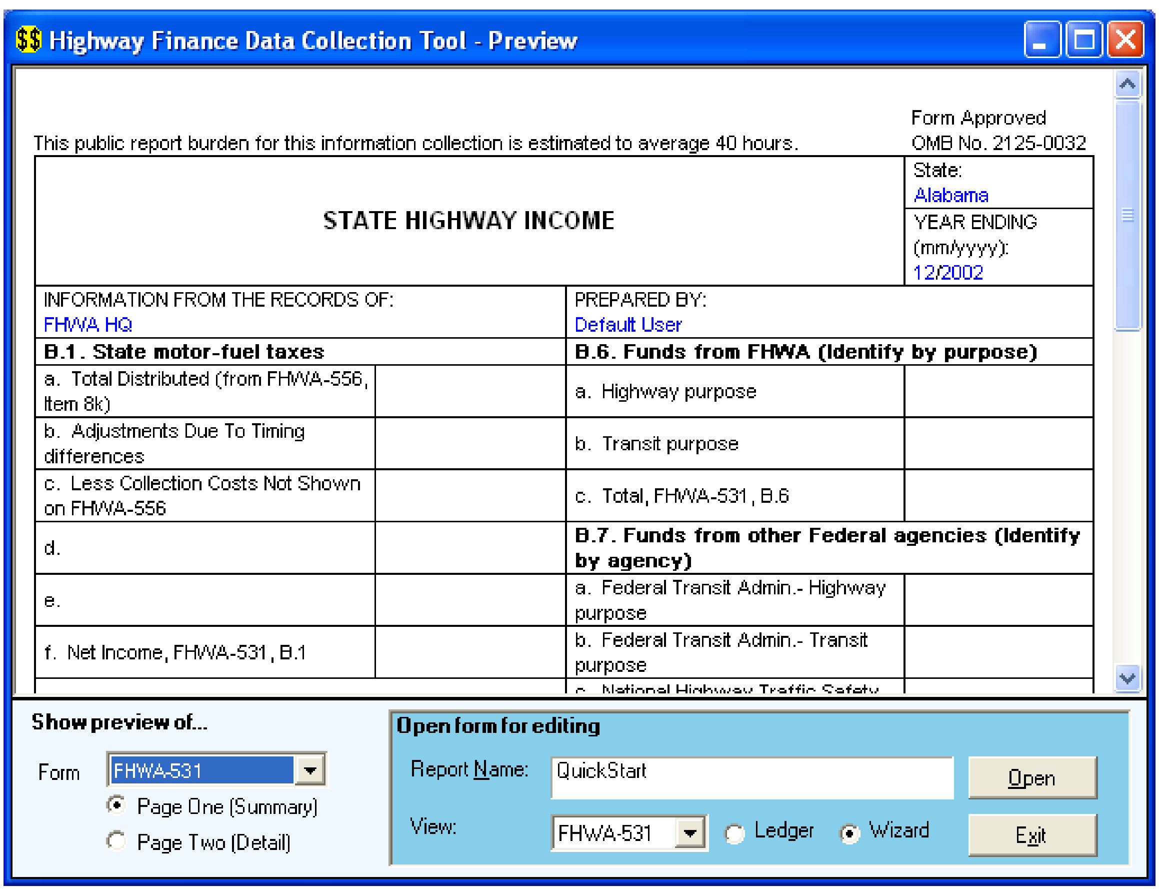
3. With the tab labeled with the name of your Financial Report selected, select an account from the Master List with your mouse and click the **Add** button.

   The account will be added to your account list.

4. Repeat step three for as many accounts as you wish, and click the **Next: Select Form** link.

Preview Spreadsheet

Figure 10: The Spreadsheet Preview window is displayed.

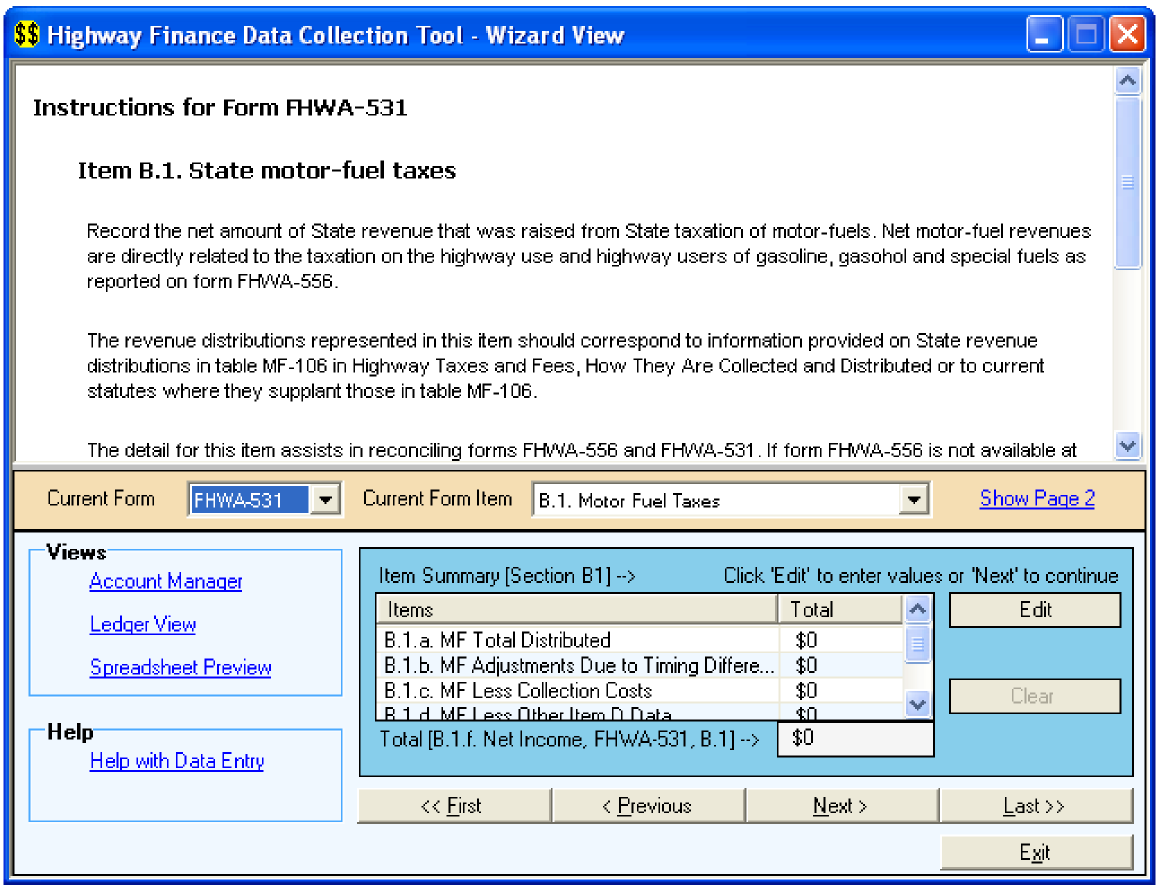


The Spreadsheet Preview window allows you to view the forms of the Financial Report in an MS Excel table format. The page one information of form FHWA-531 is displayed by default. You may view page two of the same form by clicking the **Page Two (Detail)** option. Changing the display to view form FHWA-532 is done by selecting it within the **Form** drop-down list.

5. With form FHWA-531 page one showing select the View option **Wizard** (will be selected by default unless changed). Click the **Open** button.

Wizard Data Entry

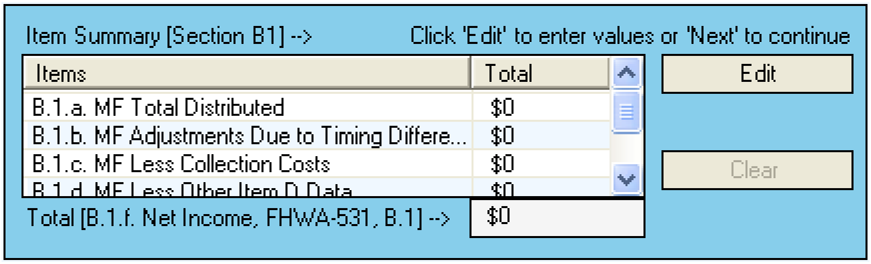
Figure 11: The Wizard View window is displayed.



The Wizard View window is one of the three ways to enter data using the Highway Finance Data Collection Tool. The Wizard View shows help from the Guide to Reporting Highway Statistics to assist you when entering field data. Using the Wizard View you can fill out both forms of the Financial Report. The display will show page one of form FHWA-531 field items starting with section *B.1 – State Motor Fuel Taxes*.

6. Select item *B.1.a. – MF Total Distributed* from the sub-item list view. Click the **Edit** button.

Figure 12: Section panel displaying B.1 – State Motor Fuel Taxes items.



The sections panel contains an **Edit**, and **Clear** button. **Edit** will allow you to open the Item panel for data entry for the selected sub-item. **Clear** allows you to delete the selected field item's data values.

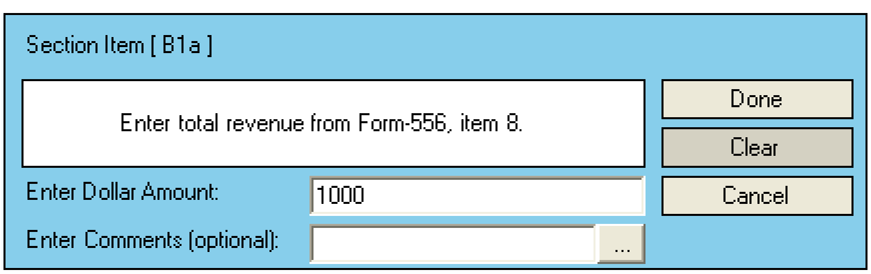
Important Note: When performing data entry using the Excel worksheets, FHWA-531 field items B.1.c and B.2.c were entered as a positive value and the formulas in the spreadsheet subtracted the values from the net amounts. In the Highway Finance Data Collection tool, <u>you must enter the values for items B1.c and B.2.c as a negative number</u>.

When entering negative amounts, precede the amount with a minus sign (-).

7. Enter *1000* (without the dollar sign or commas) in the **Enter Dollar Amount** text box. Click the **Done** button.

Note: Do not use commas as a placeholder for amounts greater than one thousand. Instead of typing 1,000 simply type 1000. In addition, use only whole dollar amounts.

Figure 13: The Item data entry panel.

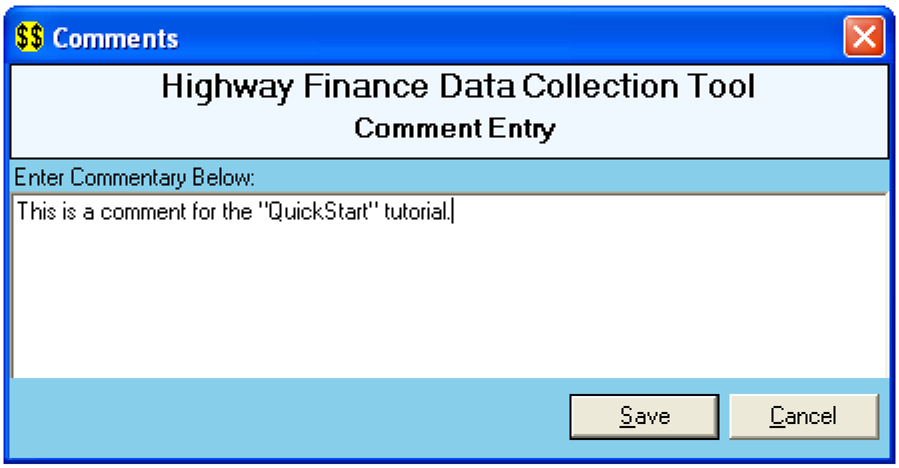


The section will be updated with the value you have entered and the calculated section total.

Note: The Comments text box will allow you to apply any specific comments to the field for the FHWA headquarters analyst to review. Click the ellipses button next to the comment field to open the Comment window.

Figure 14: The Comment text box (and ellipses button).

Figure 15: The Comment window.



8. Click the **Next** button or **Current Form Item** drop-down list to maneuver to the next field item. Enter a new value.

   Note: Clicking the **Next** button will cause the data entry done in the panel to be saved.

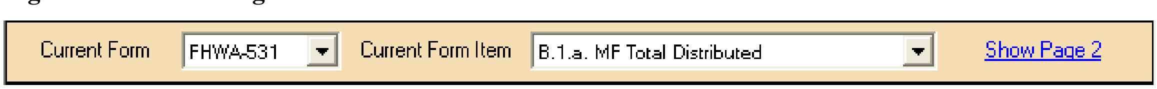
9. To move back to a previous field item, click the **Previous** button.

10. To move to the first field item on the current form page, click the **First** button.

11. To move to the last field item on the current form page, click the **Last** button.

Figure 16: Field Navigation buttons

Figure 17: Form Navigation controls

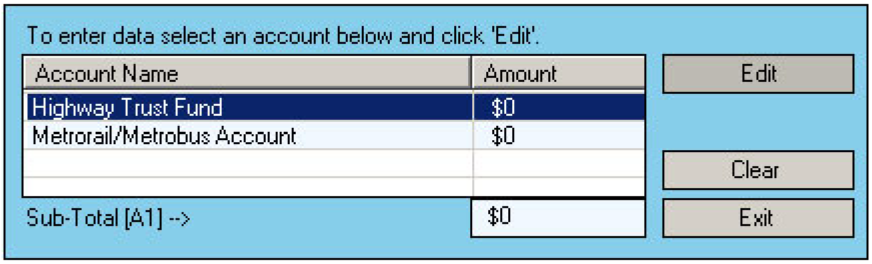


12. When you have completed your data entry for page one field-items, click the **Show Page 2** link.

13. Select the first section sub-item (*A.1 – Balance Reported at End of Prior Year*) and click **Edit**.

    Page two field-items include an Accounts panel to display the values for a given field, based on individual accounts.

Figure 18: The Accounts panel



14. Select one of the accounts added in the prior Account Manager window. Click **Edit**.

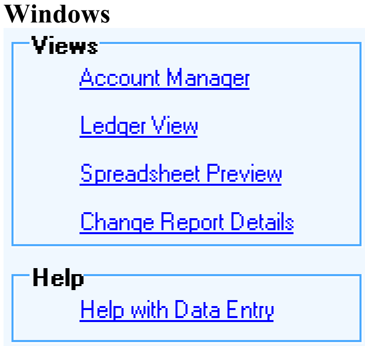
15. Enter a value in the **Dollar Amount** text box. Click **Done**.

16. When you have entered a few more test values, click the **Spreadsheet Preview** link to view the data that was entered.

17. In addition to the Spreadsheet Preview Link, the Wizard View also provides other links to related screens. These include the following:

-	Account Manager Link	Opens the Account Manager window
-	Ledger View Link	Opens the Ledger View data entry window
-	Spreadsheet Preview	Opens the Spreadsheet Preview window
-	Change Report Details	Opens the Report Details window
-	Help With Data Entry	Opens the Help Facility

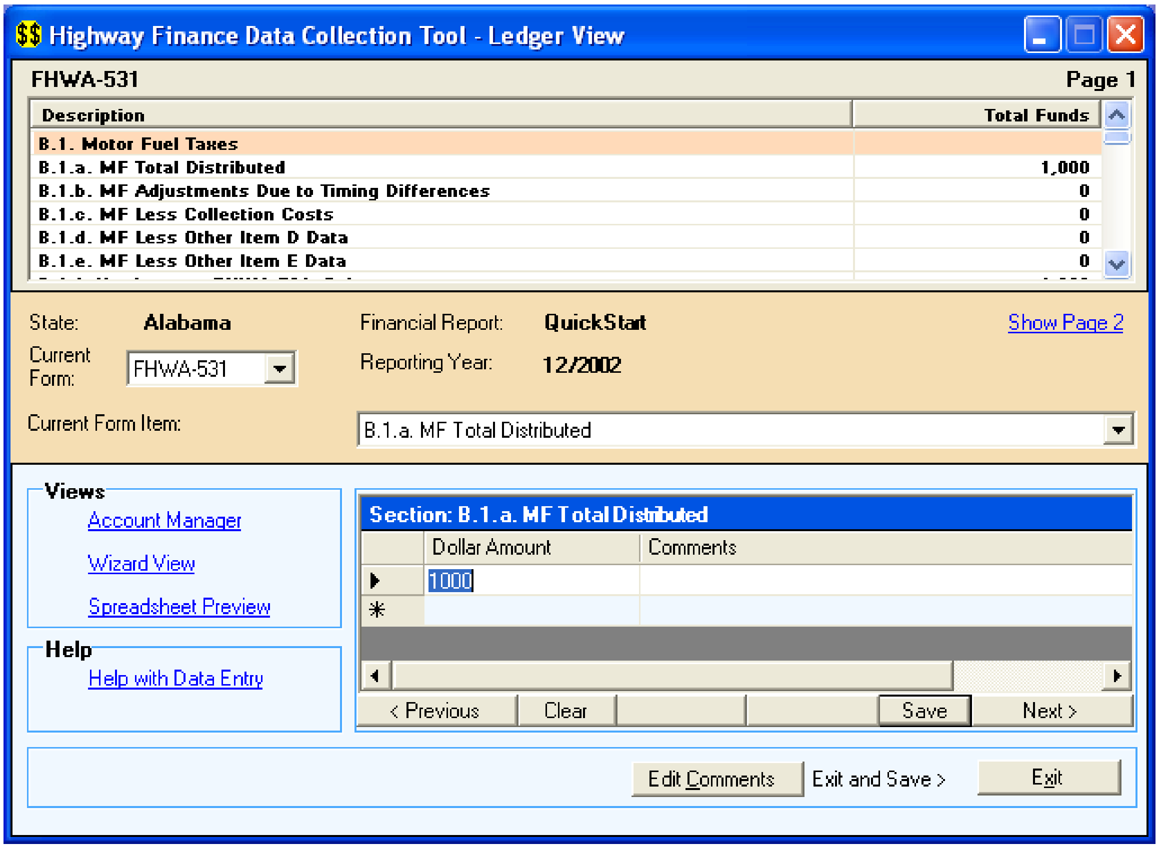
Figure 19 – Links to Other Windows



Ledger Data Entry

18. View page two data and return to the Ledger View window by selecting the view option **Ledger** and clicking the **Open** button.

Figure 20: The Ledger View window is displayed.



The Ledger View is another way the Highway Finance Data Collection Tool allows you to enter field data and comments.

19. Enter/edit a value in the Dollar Amount column and click the **Next** button. To enter data, type directly into the Section data grid cells. You can enter the dollar amount of the item being reported and append comments. The **Clear** button will clear any values in the currently selected row of the Section data grid. To save your work you can click the **Save** button or simply navigate to another field item using the navigation controls.

    You can move with the data grid by selecting a cell with your mouse, using the Tab key or navigation arrows – the Enter key will not move the cursor.

Note: Do not use commas as a placeholder for dollar amounts greater than one thousand. Instead of typing 1,000 simply type 1000. In addition, use only whole dollar amounts.

Figure 21: Data entry controls.

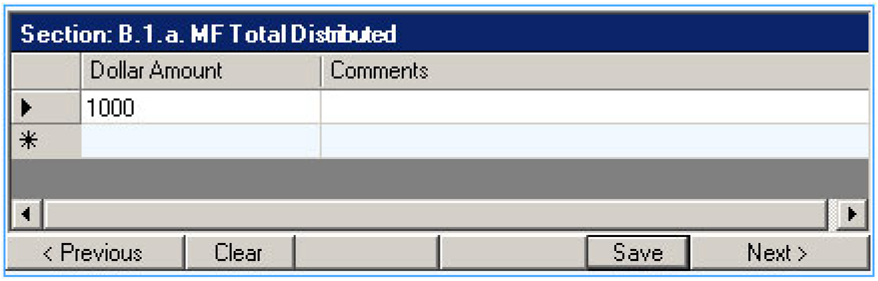


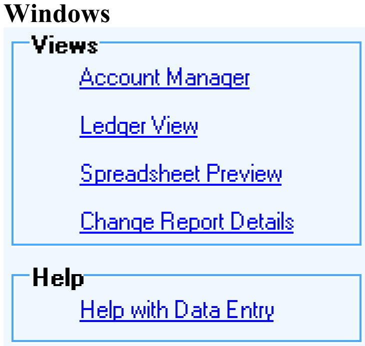
Figure 22: Navigation controls.

To maneuver to other fields, you may use either the **Next** and **Previous** buttons or select form sections in the **Current Form Item** drop-down list. To enter data on a specific page of the form, click the **Show Page 1**/**Show Page 2** link to select the desired page. You can choose what form you wish to edit by using the **Form** drop-down list.

20. The Ledger View also provides other links to related screens. These include the following:

-	Account Manager Link	Opens the Account Manager window
-	Wizard View Link	Opens the Wizard View data entry window
-	Spreadsheet Preview	Opens the Spreadsheet Preview window
-	Change Report Details	Opens the Report Details window
-	Help With Data Entry	Opens the Help Facility

Figure 23 – Links to Other Windows



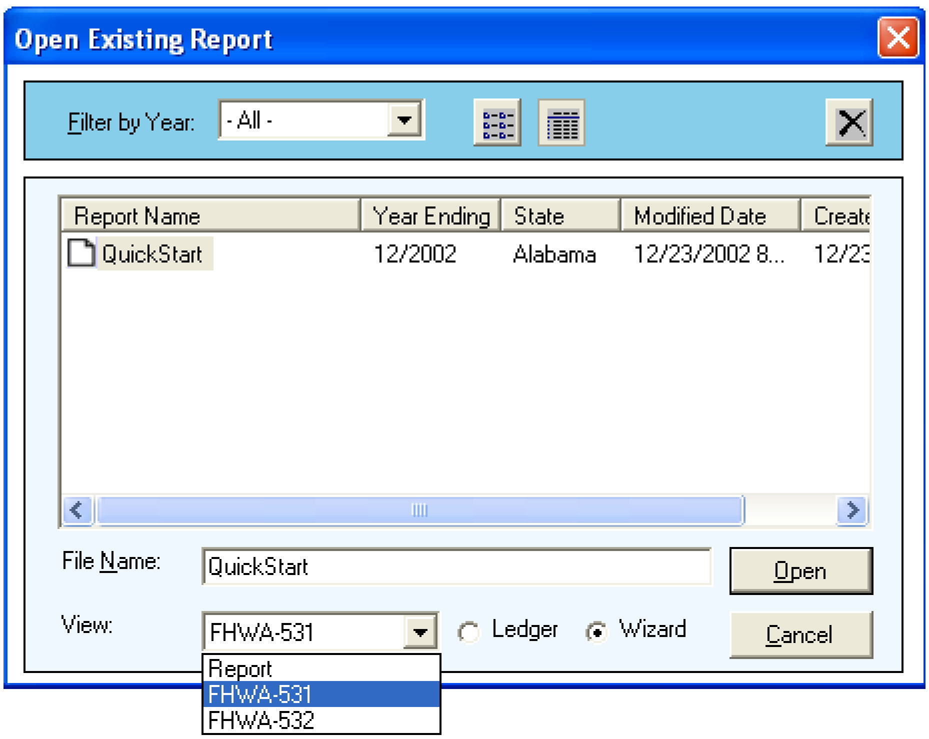
Managing Existing Financial Reports

21. When data entry is completed click the **Exit** button to return to the Home Page window.

    The Home Page window will be displayed.

    Now that you have a Financial Report with data recorded in the forms you can open the report again, preview the data with the Spreadsheet Preview screen, or delete reports by clicking the **Open Existing Report** link.

Figure 24: The Open Existing Report window is displayed.



22. Select the Report option from the **View** drop-down list. Click **Open**.

    The Spreadsheet Preview window is displayed.

    You may enter either data entry view as shown previously or click the **Cancel** button to return to the Home Page window.

23. Click the **Cancel** button to return to the Home Page window.

Preparing Reports for Submittal to FHWA

Once you've completed a Financial Report you may submit it to FHWA Headquarters using the Submit Form window.

24. Click the **File | Prepare Submittal** menu option.

Figure 25: The File menu

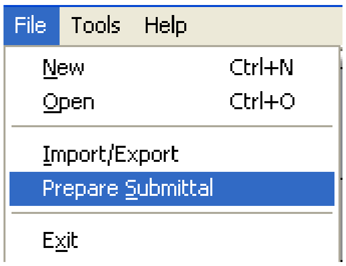
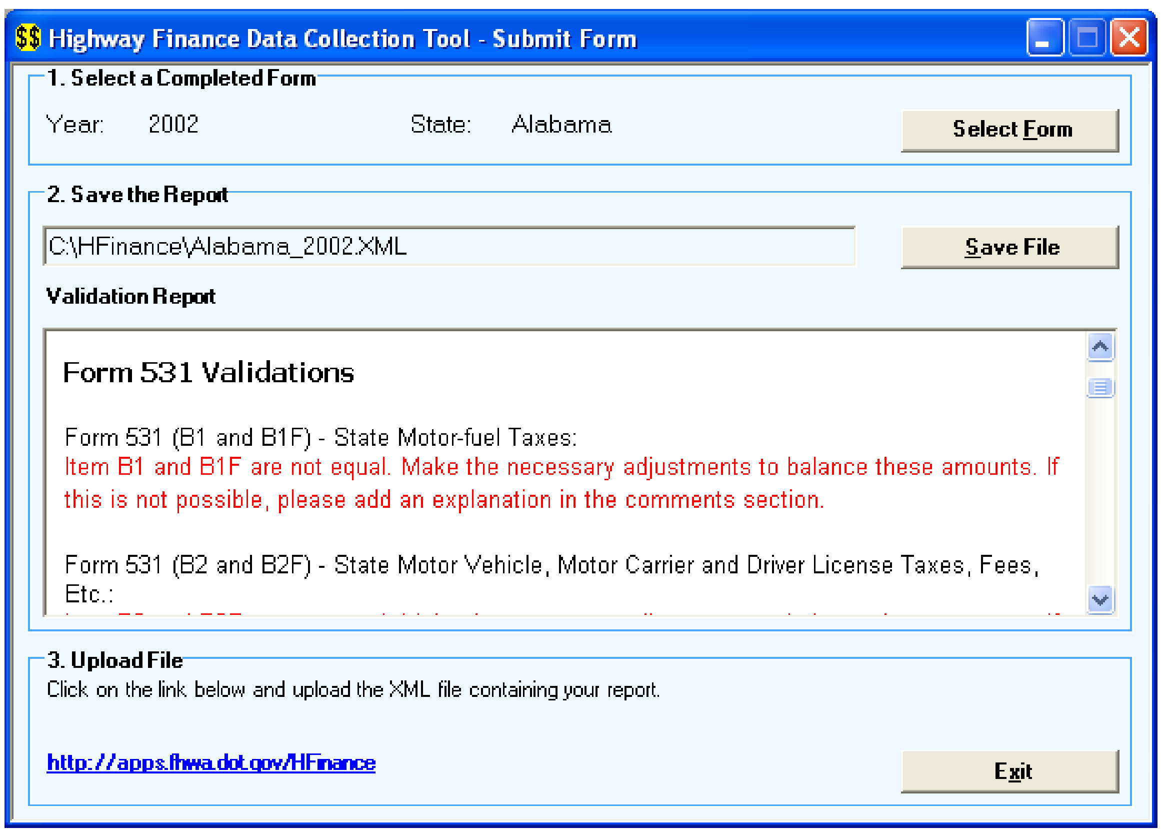


Figure 26: The Submit Form window appears.



The Submit Form window prepares your financial report for transmission to the Highway Finance Data Collection Tool submittal web site.

Submittal preparation is done in three steps:

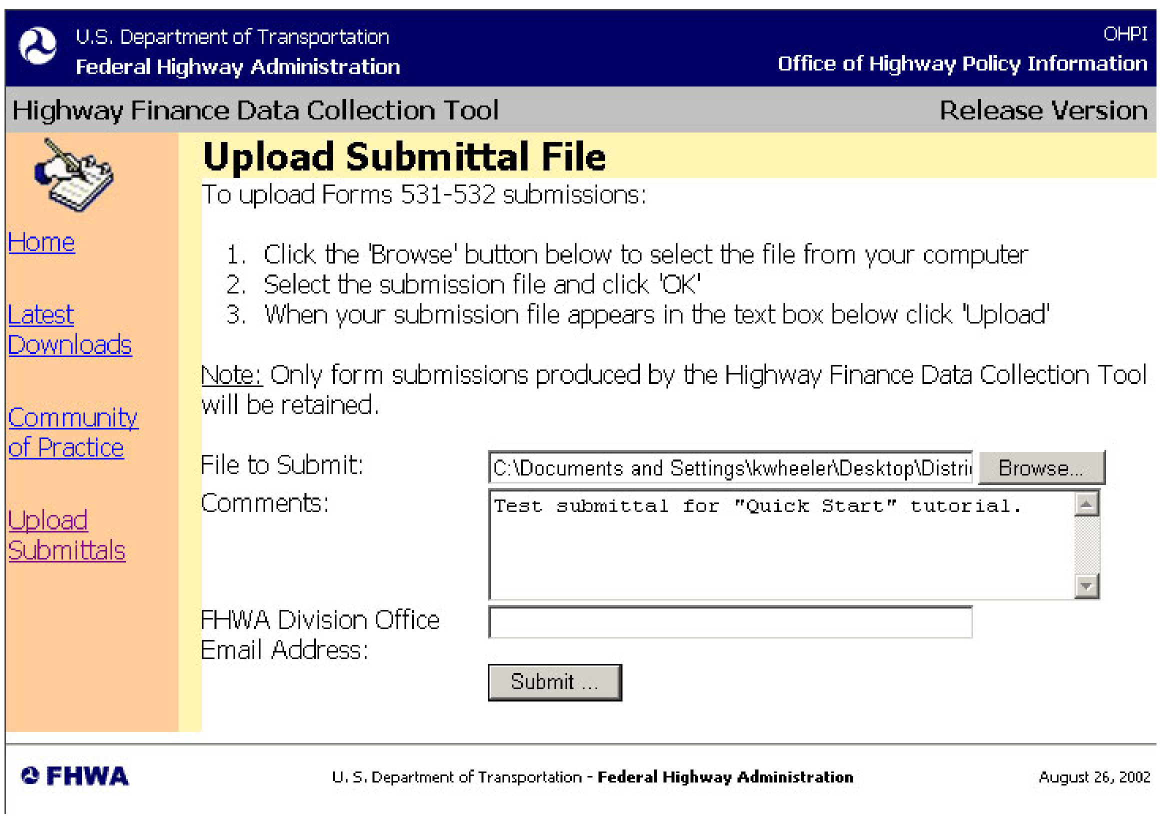
1. *Select a completed form.*
   Click the **Select Form** button to browse existing reports.

2. *Select a location on your file system to save the report.*
   Click the **Save File** button to choose file location. The default name of the file will be the State name immediately followed by the year of the report. The report will display some validation warnings in the Validation Report area of the Submit Form window if there are any perceived problems with the form 531 and 532 data.

3. *Upload the saved file to the Highway Finance Data Collection Tool submittal web site.*
   If your machine has Internet access, clicking the link shown in the bottom left corner of the form (http://apps.fhwa.dot.gov/hfinance/upload.aspx) will open the submittal website. Otherwise, go the address shown and follow the instructions to upload your completed report.

   Note:
   DO NOT ACTUALLY SUBMIT DATA FROM THIS TUTORIAL.

Figure 27: The Highway Finance Data Collection Tool submittal web site upload page.



25. This is the end of the Quick Start tutorial.

Other Features

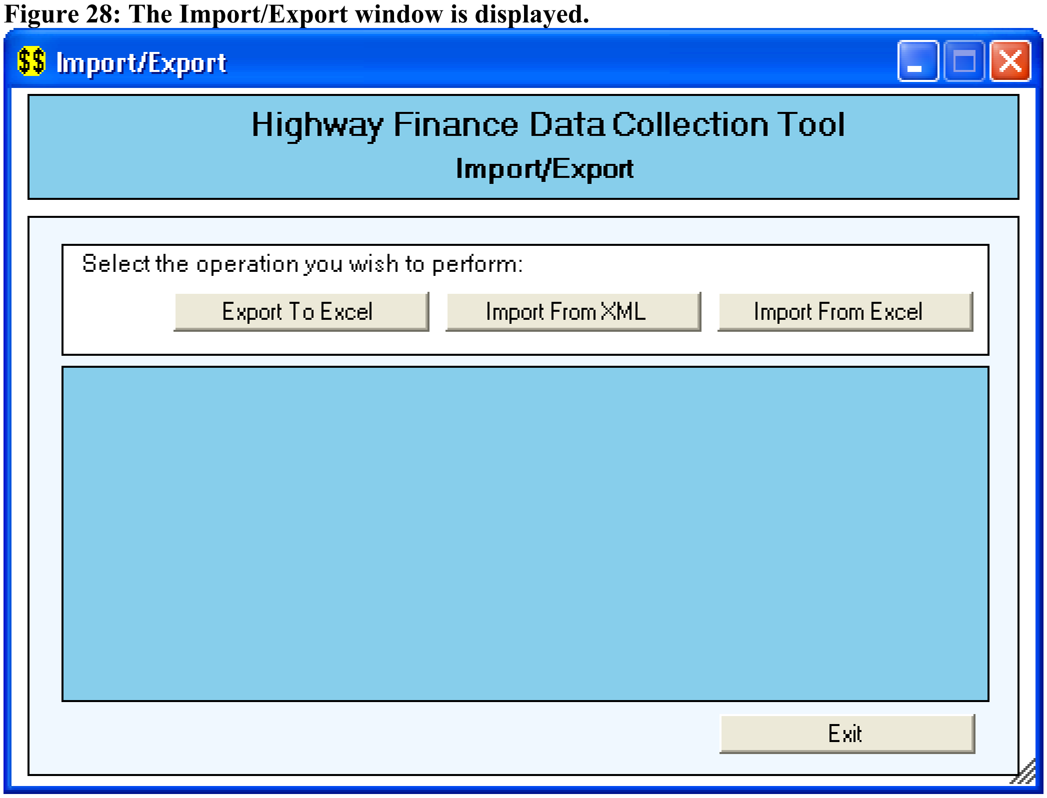
This section covers the other features available with the Highway Finance Data Collection Tool.

Import/Export

This feature allows you to import Excel worksheets, export to Excel worksheets, or import XML.

1. Click the Import/Export Link on the Home Page.

Figure 28: The Import/Export window is displayed.



The Import/Export window initially contains four buttons that allow you to import excel, export to excel, import XML or exit the window.

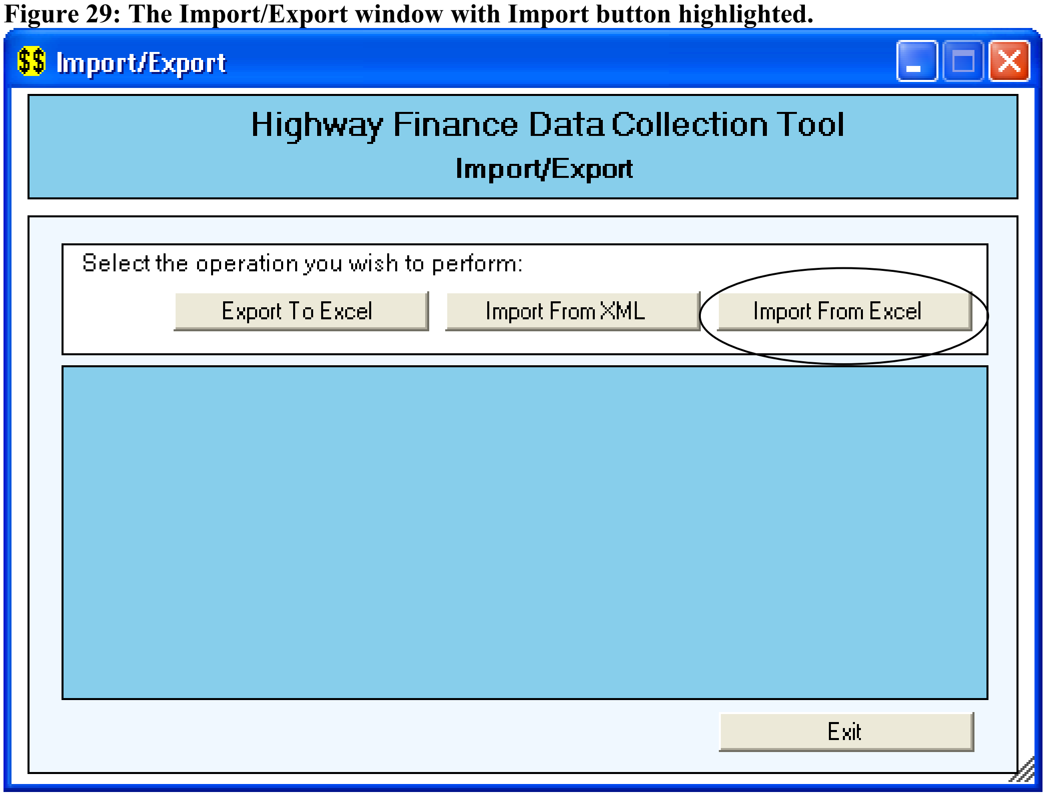
Importing Data from an Excel Worksheet

To import data, it must meet the following requirements:

- The data to be imported must be an Excel 2000 (or later version) worksheet.
- The worksheet must be either the FHWA-531 or FHWA-532 worksheet, revision 12/2000.

1. To import data, click the **Import From Excel** button.

Figure 29: The Import/Export window with Import button highlighted.



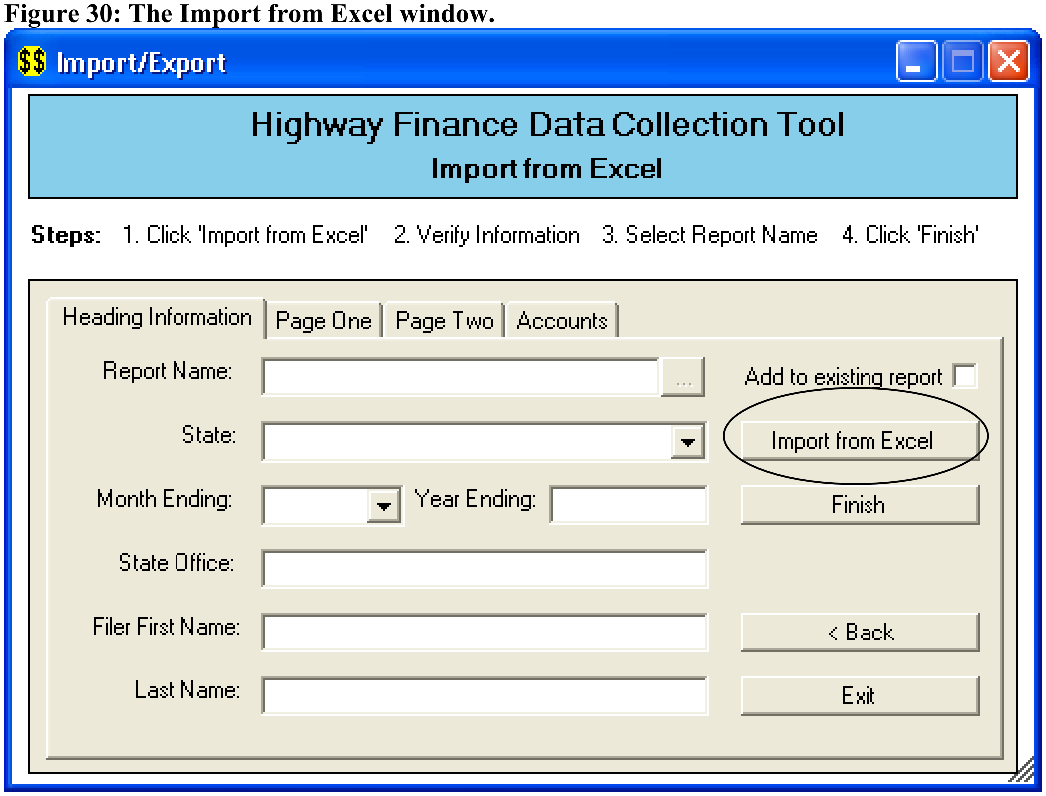
Note that the fields on the Import from Excel window are empty. Most of these fields will be extracted from the worksheet being imported and are used to create the Financial Report in the Tool.

These fields include: (The corresponding field names on the FHWA-531/532 worksheets are in parenthesis).

- State (State): the State the report is associated with.
- Month Ending (Month): the month reported.
- Year Ending (Year): the year reported.
- State Office (information from the Records Of): the office responsible for filing the report.
- Filer First Name (Prepared By): the report filer's first name.
- Filer Last Name (Prepared By): the report filer's last name.

The Report Name field is a unique identifier (like a file name) that allows the Tool to reference your report. You will complete this field after the data is imported.

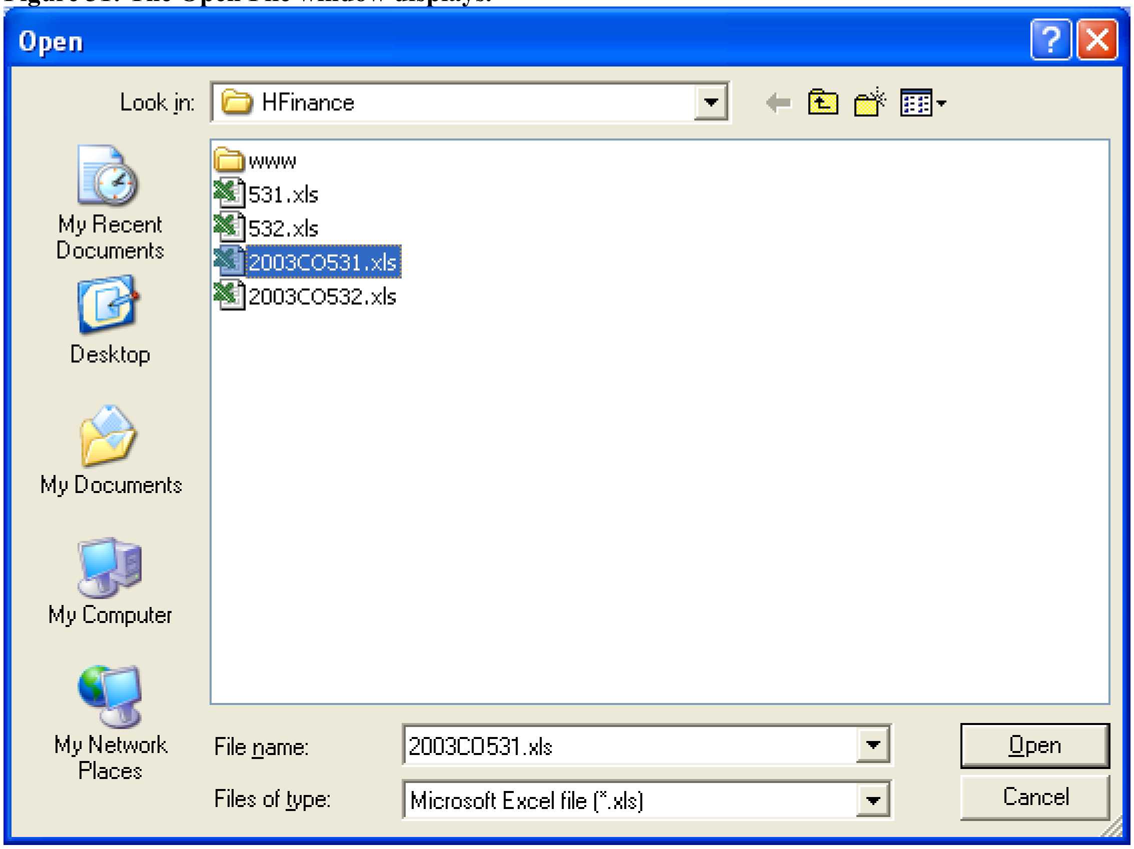
Figure 30: The Import from Excel window.



2. To begin the import process, click the **Import from Excel** button.

3. Click the file you wish to select. The file name will display in the **File Name** field.

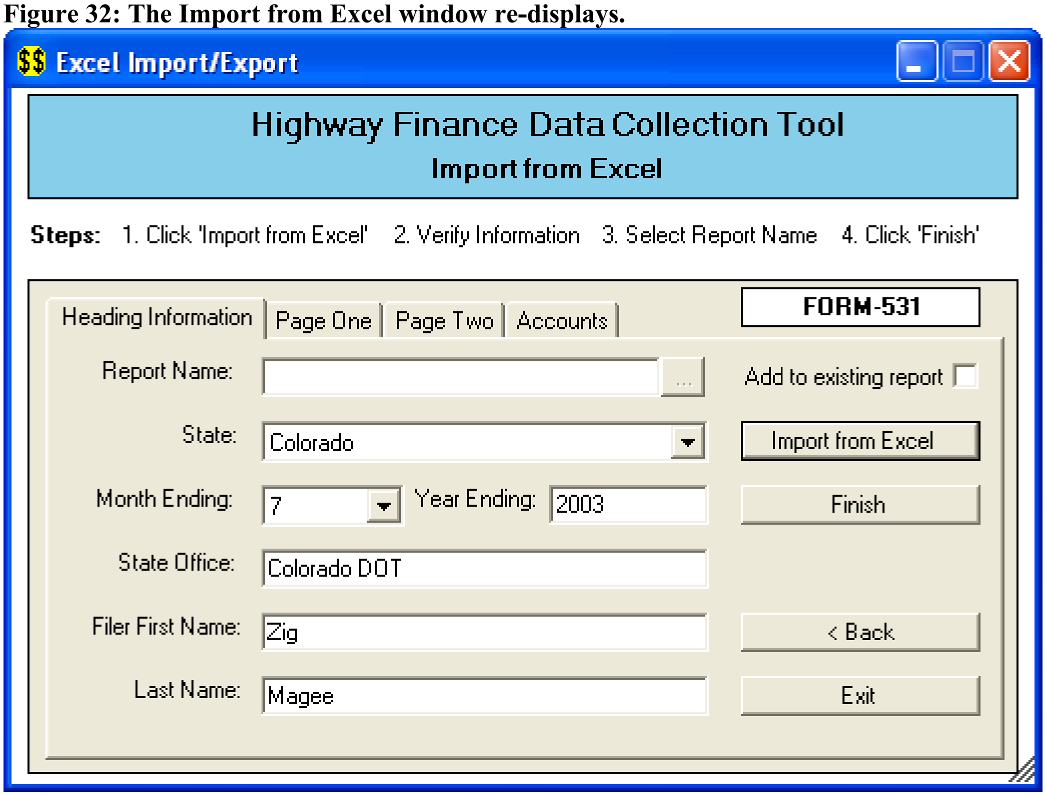
Figure 31: The Open File window displays.



4. Click the **Open** button.

5. Once the worksheet has been selected for import, most fields will now be complete. These fields are extracted from the worksheet being imported and are used to create the Financial Report in the Tool.

Figure 32: The Import from Excel window re-displays.

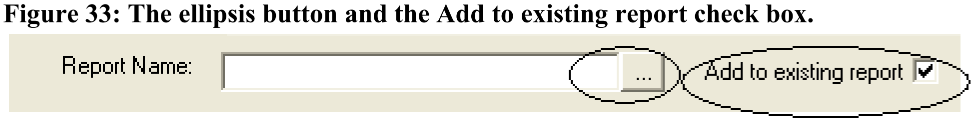


6. Type a report name in the **Report Name** field. The Report Name is a unique identifier that allows the Tool to reference the report. You may also add to an existing report. If you are adding to an existing report, follow steps 7 and 8. Otherwise, proceed to step 9.

Note: The Add to existing report feature is used when you wish to add FHWA-532 expenditure data to an existing report that contains only FHWA-531 income data (or vice versa).

7. To import data into a report that already exists in the Tool, click the **Add to existing report** check box and click the ellipsis button to the right of the **Report Name** field.

Figure 33: The ellipsis button and the Add to existing report check box.



8. Select the report you wish to add to by clicking on it, and then click the **Select** button.

Figure 34: The Select Report for Submittal window.

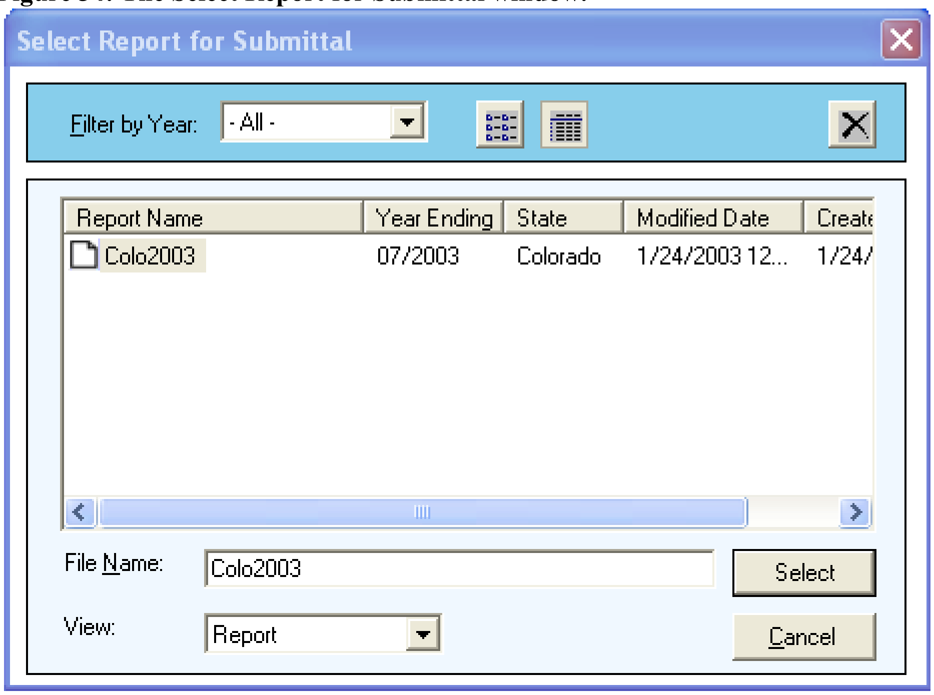
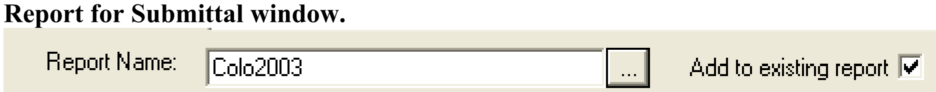
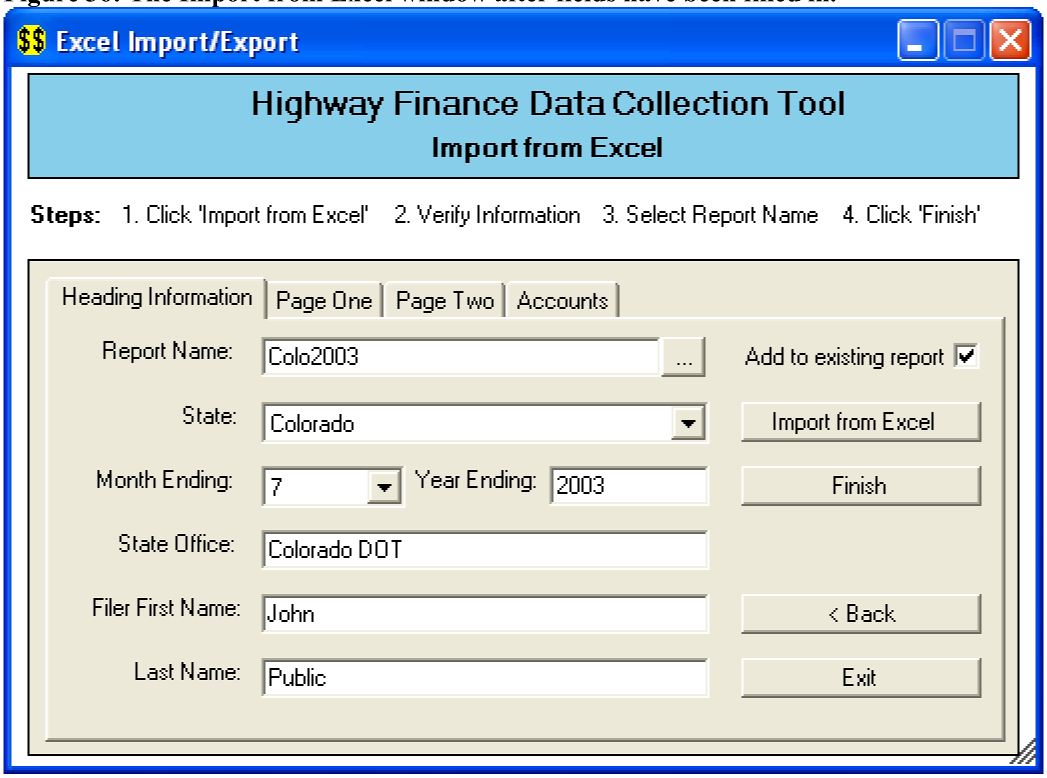


Figure 35: The Report Name field shows the report name after being selected from the Select Report for Submittal window.



9. If any of the filer information (State, Month and Year Ending, State Office, Filer First and Last Name) on the file being imported is different than the filer information on the existing report, you will be prompted to choose which information to use.

Figure 36: The Import from Excel window after fields have been filled in.



10. At this point, if you wish to change the State, use the State drop down combo box and select a new State.

11. To change the Month or Year Ending date, use the Month Ending drop down combo box to select a new month; over type a new value in the Year Ending field to replace the year.

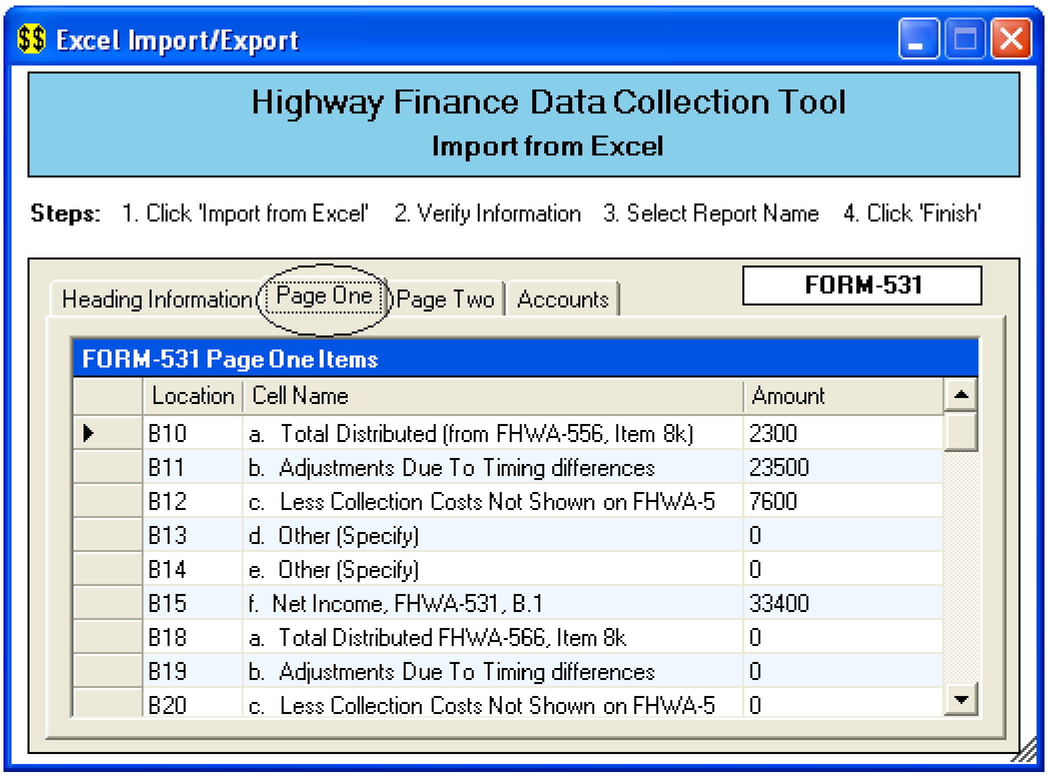
12. To change the State Office, Filer First, or Filer Last Name, simply overtype these fields with the new information.

13. Click the **Finish** button. The data has now been imported into the Tool.

14. To review the data imported, you may select either the Page One or Page Two tabs (If you added to an existing report, you can also use the **Open Existing Reports** link from the Home Page to review the entire report). The Page One and Two tabs only display the data that was imported.

15. The Accounts tab will display all accounts associated with the file that was imported.

Figure 37: The Import from Excel window showing Page One data.

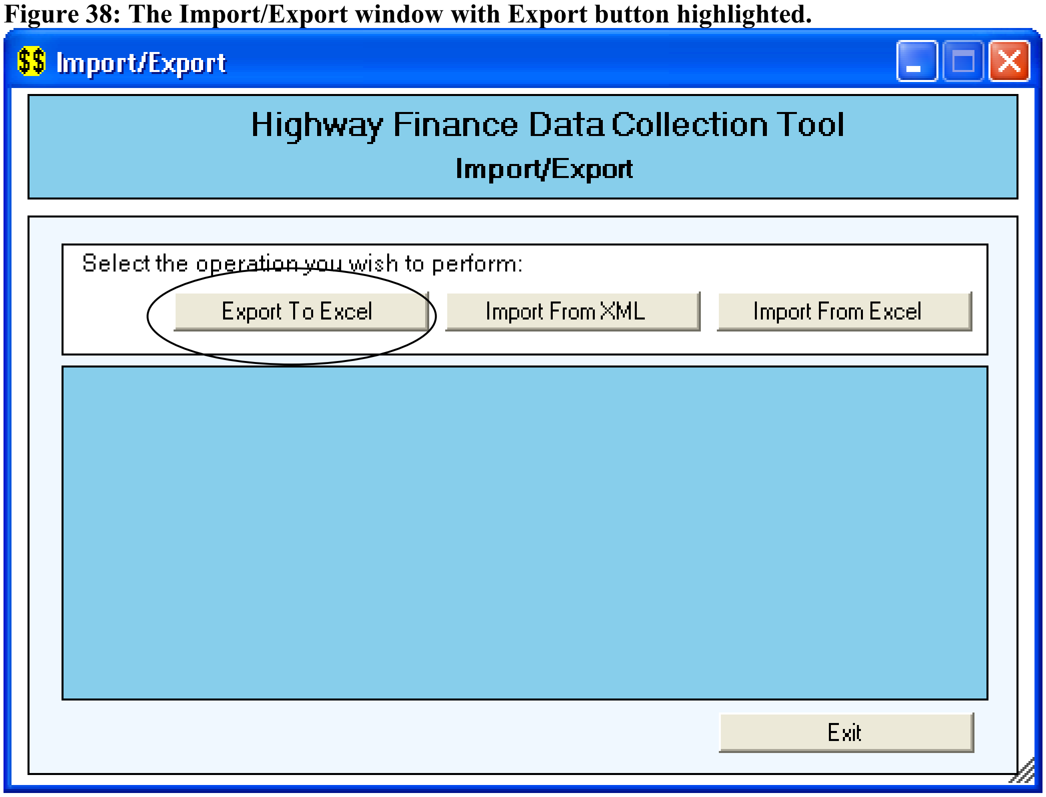


Exporting Data into an Excel Worksheet

Data exported will be written to the FHWA-531 and FHWA-532 worksheet in Excel 2000 format.

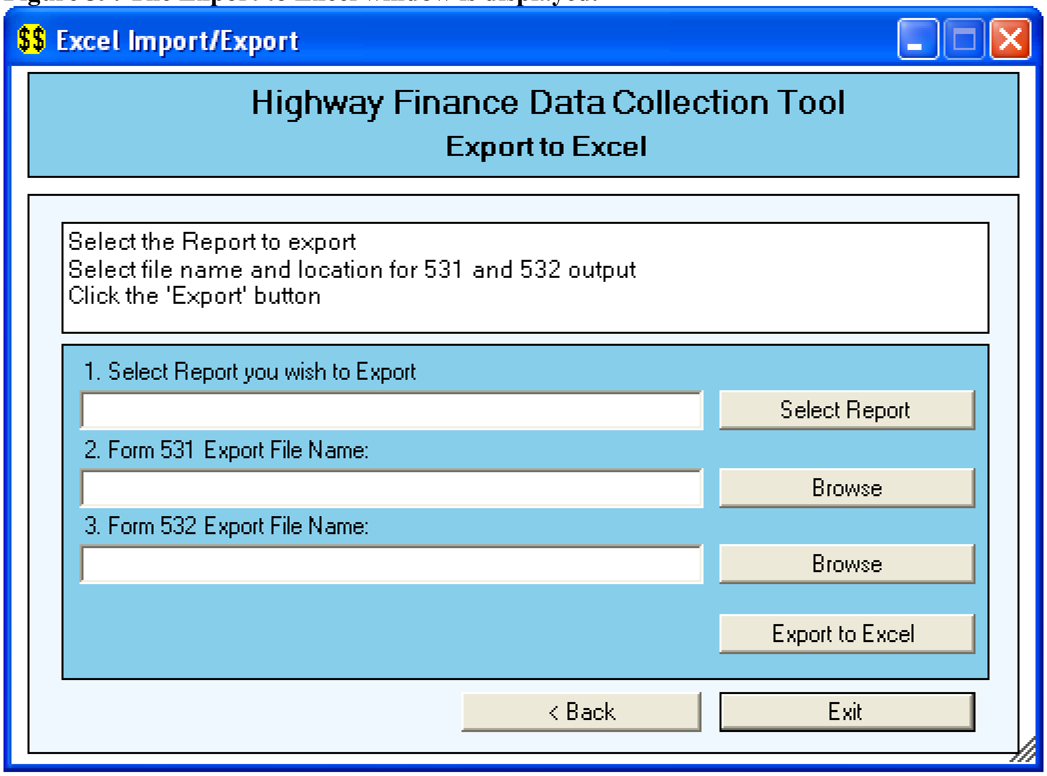
1. To export data, click the **Export To Excel** button.

Figure 38: The Import/Export window with Export button highlighted.



The Export to Excel window allows you to export income (FHWA-531) and Expenditure (FHWA-532) data from the Tool into an Excel worksheet.

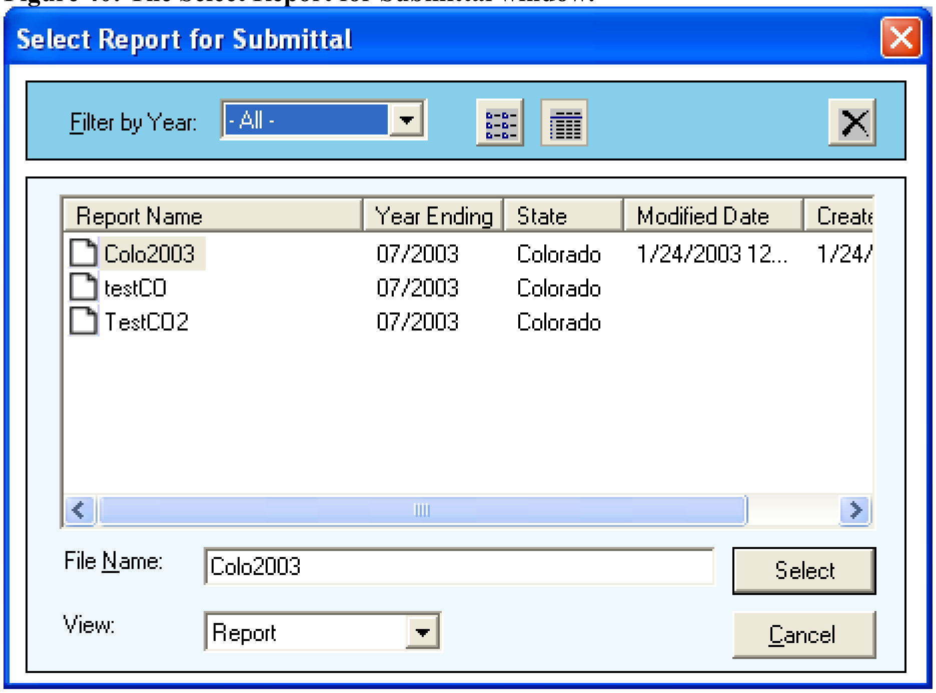
Figure 39: The Export to Excel window is displayed.



2. Select the Report you wish to export by either typing in the report name in the **Select Report you wish to export** field, or click the **Select Report** button to find the report.

3. If you click the **Select Report** button to find the report, the Select Report for Submittal window will be displayed.

Figure 40: The Select Report for Submittal window.

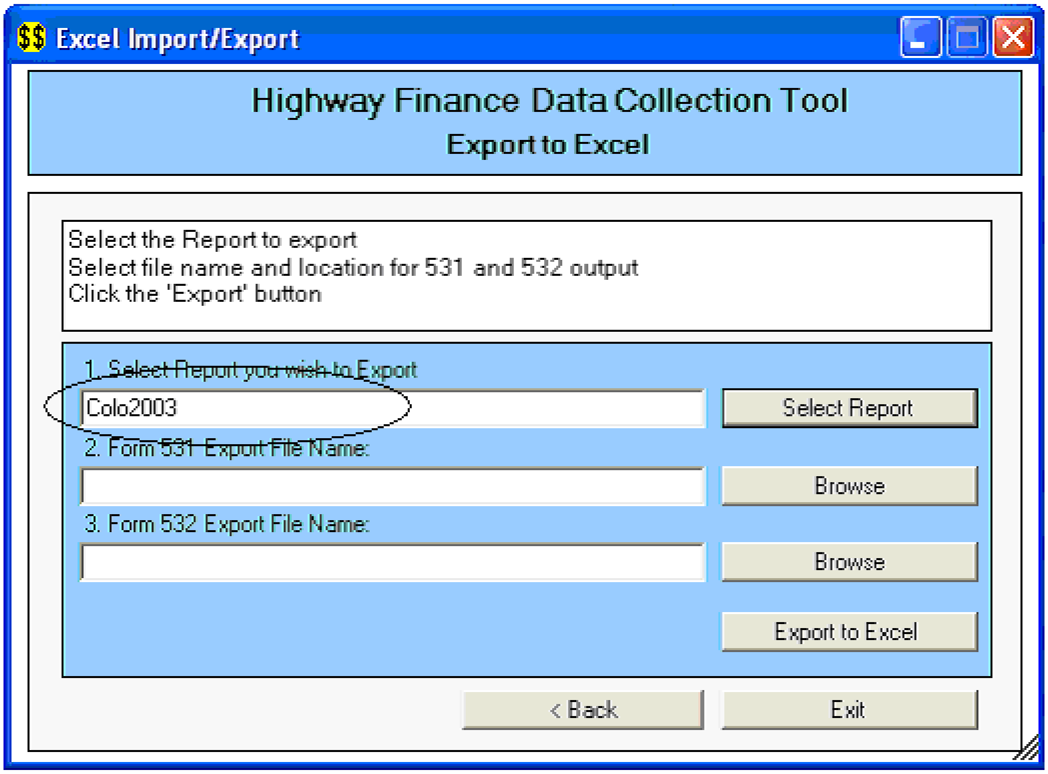


4. Click on the report you wish to export. The report will be highlighted and its name will be displayed in the **File Name** field.

5. Click the **Select** button.

When the Select Report for Submittal window closes, the Export to Excel window will re-display, showing the report you selected.

Figure 41: The Export to Excel window showing a report name.



6. When you export, both income (FHWA-531) and expenditure data (FHWA-532) will be exported into Excel worksheets, therefore you must supply a file name for each worksheet. These are supplied in the **Form 531 Export File Name** and **Form 532 Export File Name** fields.

7. In the **Form 531 Export File** name field, type in the path and the name of the file you are about to create, or use the **Browse** button to specify where the new file will be written.

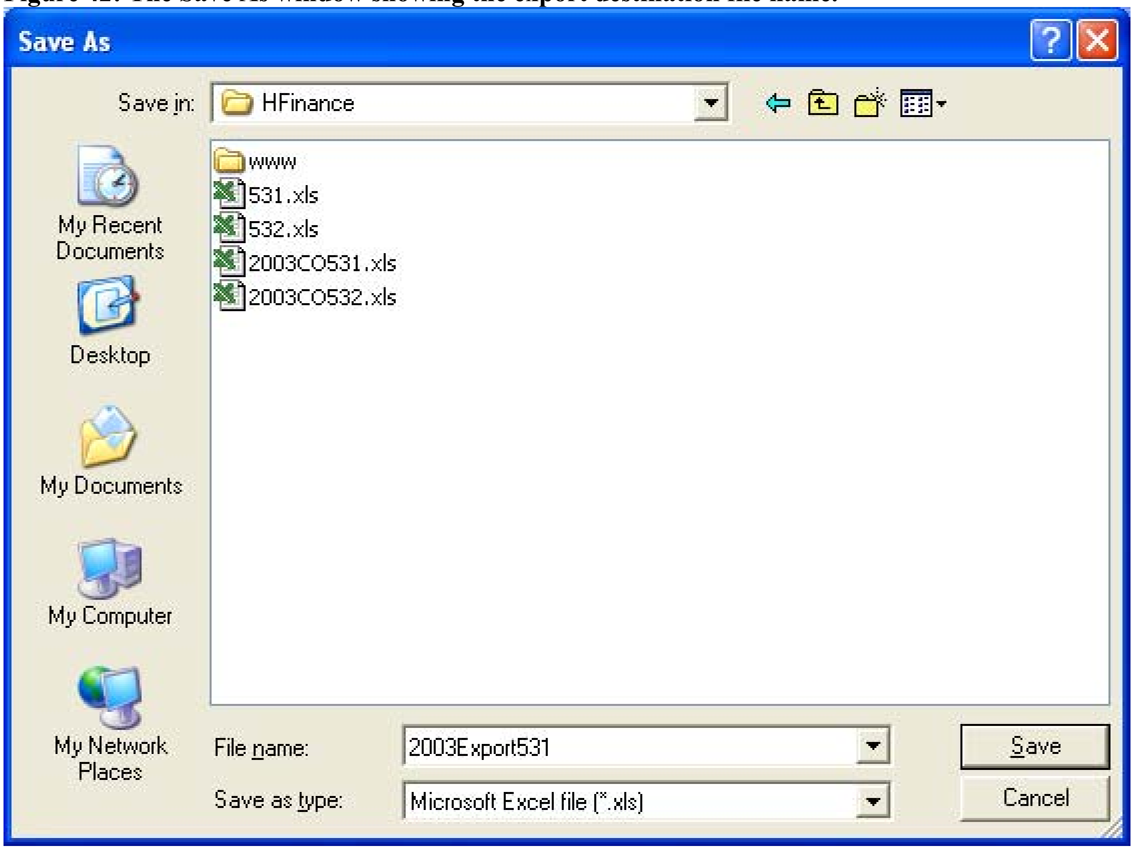
8. In the **Form 532 Export File** name field, type in the path and the name of the file you are about to create, or use the **Browse** button to specify where the new file will be written.

   Note: If you provide a file name only (and do not supply the path) in the **Form 531 Export File** or the **Form 532 Export File** fields, the files will be stored in the path defined by your Excel application.

9. When the Browse button is used, a Save As window displays, allowing you to specify the location and name of the new file.

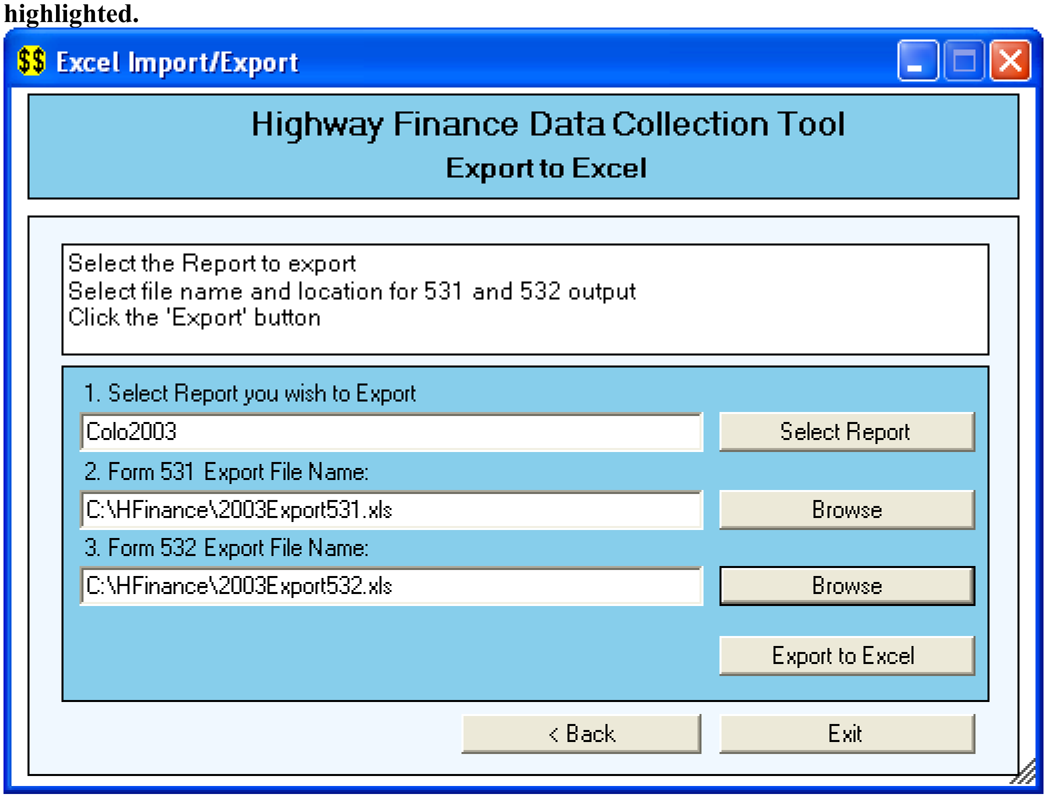
10. Type a file name in the **File Name** field (in this example the name is 2003Export531), and click the **Save** button.

Figure 42: The Save As window showing the export destination file name.



11. After providing the file names, the Export process is ready to begin. Click the **Export to Excel** button. A message box stating the process was successful will display when the export process is complete.

Figure 43: The Export to Excel window with all fields completed. The Export to Excel button is highlighted.



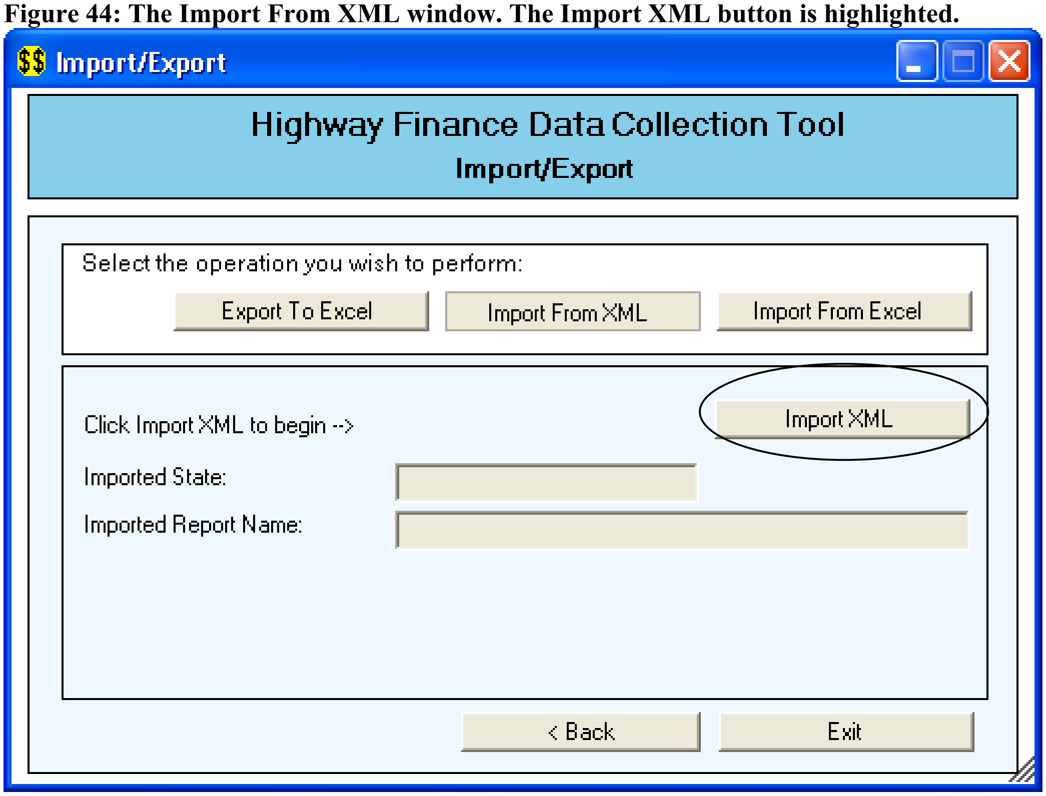
11. To view the Excel worksheets, use Microsoft Excel to open the files.

Importing Data from XML

Data will be imported from an XML file and can be accessed as a report from the Data Collection Tool.

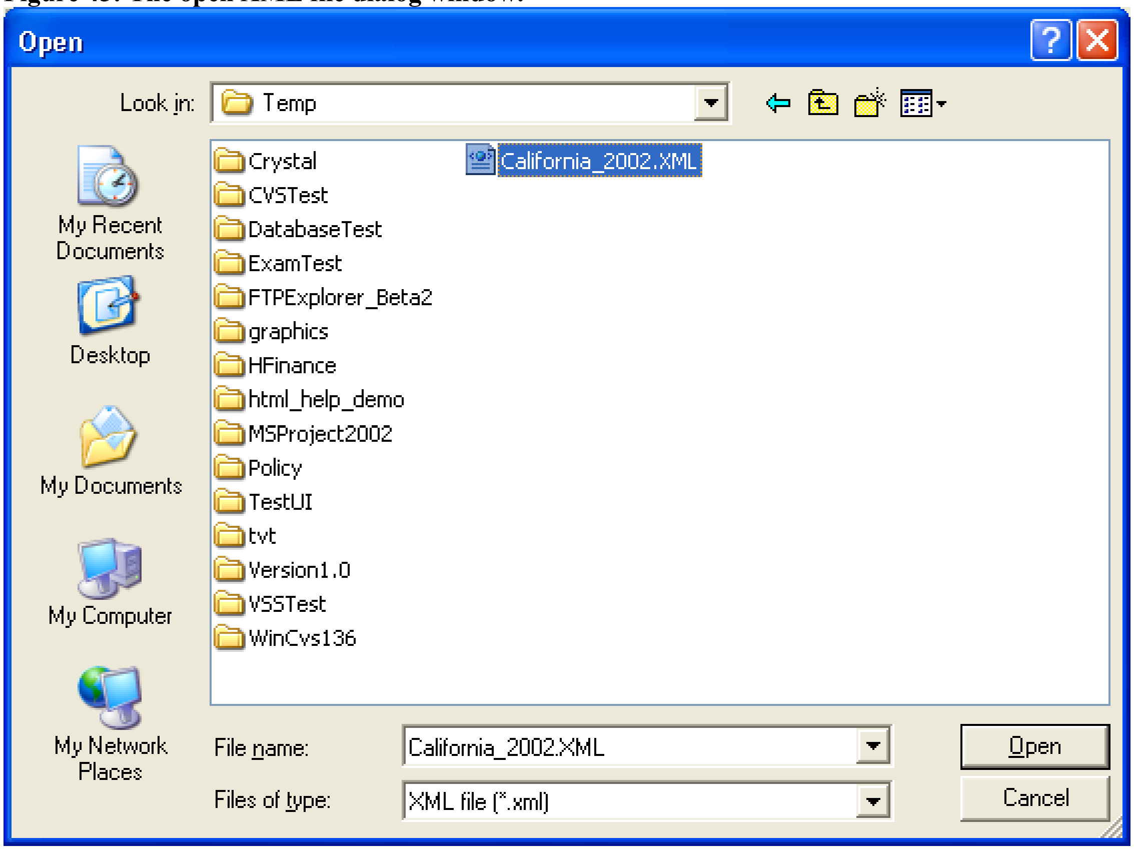
1. To import data from XML, click the **Import From XML** button.

Figure 44: The Import From XML window. The Import XML button is highlighted.



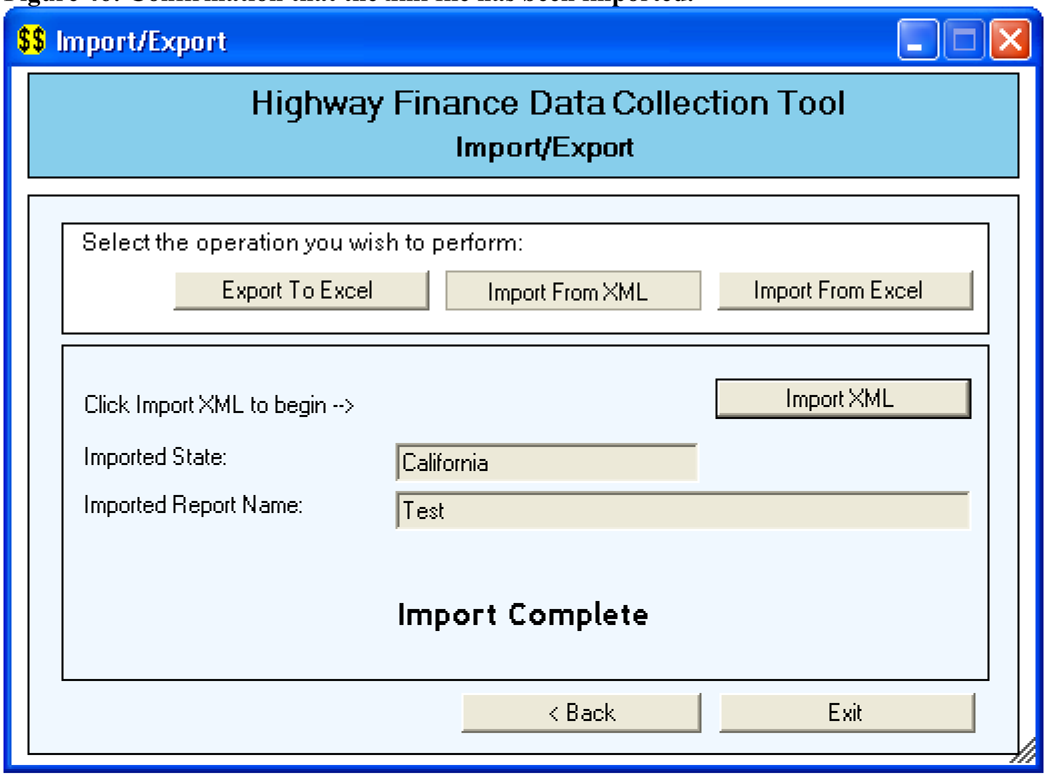
2. Click the Import XML button.

Figure 45: The open XML file dialog window.



3. A dialog window will appear for you to select the XML file that you would like to import. Select the file and click Open.

Figure 46: Confirmation that the xml file has been imported.



4. After the XML file is imported, you'll see an **Import Complete** window.

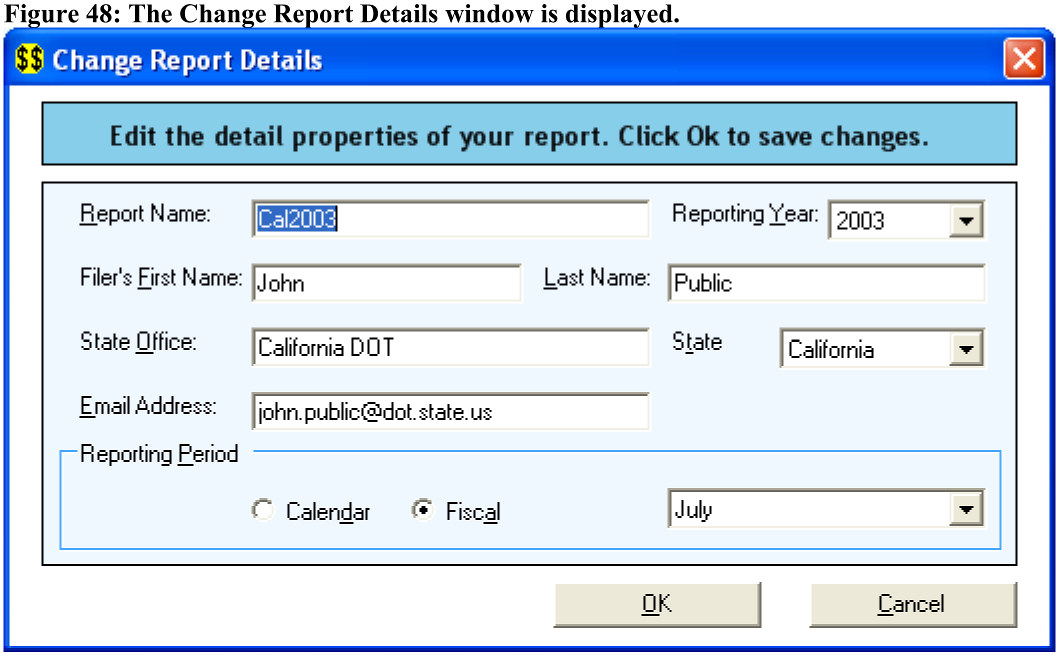
Change Report Details

This feature allows you to change the detail information for any Financial Report you have created. This feature can be accessed from the Ledger or Wizard view data entry screens. It is the last link in the View box on the lower left hand side of the screen.

Figure 47 – View Box that contains the link to Change Report Details

1. Click the **Change Report Details** link

Figure 48: The Change Report Details window is displayed.



2. You have the option of changing any of the fields displayed on this window. Modifiable fields are as follows:

- Report Name	The Name of the Financial Report
- Reporting Year	The Reporting Year of the report
- Filer’s First or Last Name	The report filer’s First and Last Name
- State Office	The State Office filing the report.
- State	The State whose data is being reported
- E-mail Address	The filer’s e-mail address
- Reporting Period	The reporting period of the report

3. Enter the new information in the fields you wish to change and then click the **OK** button. If you decide not change any report details, click the **Cancel** button. Note that if you cancel, the application will prompt you before discarding the changes.

4. Once you have exited the window, the Ledger or Wizard View window will redisplay. If you have changed any of the report details, the changes will now be reflected in your report.